



EXECUTIVE BOARD MEETING

West Covina, CA Friday, April 24, 2015



Executive Board Meeting AGENDA

EXECUTIVE BOARD MEETING 8:00 AM, April 24, 2015 Foothill Transit Administrative Office 2nd Floor Board Room 100 South Vincent Avenue West Covina, CA 91790

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL: MEMBERS DE LA TORRE, DELACH, HERRERA, LANTZ, SHEVLIN
- 4. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF MARCH 20, 2015
- 5. PRESENTATIONS:
 - 5.1. Contractors' Employee Recognition
 - 5.2. Introduction of New & Promoted Staff
- 6. PUBLIC COMMENT

<u>CONSENT CALENDAR</u>: Items 7 through 12 are consent items which may be received and filed and/or approved by the board in a single motion. If any member of the Executive Board wishes to discuss a consent item, please request that the item be pulled for further discussion and potential action.

7. FY 2014/2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommended Action: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2015. The attached Financial Statements and Investment Report summarize Foothill

Public Comment: Members of the public shall have the right to address the Board on any item of interest which is within the jurisdiction of the Board before or during the Board's consideration of the item. Presentation shall not exceed three minutes in length. Action may be taken on any item identified on the agenda. Persons wishing to comment should submit a "Request to Speak" form to the Secretary. Note: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA.

The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementary prior to the meeting by calling (626) 931-7300 extension 7204 or at the agency's offices located at 100 S. Vincent Ave., Suite 200, West Covina, CA 91790. Documents, including PowerPoint handouts, distributed to Board Members by staff or Board Members at the meeting will simultaneously be made available to the public upon request.



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Transit's unaudited operations and financial condition as of March 31, 2015 for the fiscal year ending June 30, 2015.

8. APRIL 2015 LEGISLATIVE SUMMARY

Recommended Action: Receive and file the April 215 Legislative Summary. Adopt support positions on AB 857, AB 1250, SB 391, SB 413, SB 508 and the federal GROW AMERICA ACT.

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

If you require translation services, please contact the Executive Director's office at (626) 931-7300 extension 7204, at least 48 hours prior to the meeting.

Si necesita servicios de traducción, por favor póngase en contacto con la oficina del Director Ejecutivo en el (626) 931-7300, extensión 7204, al menos 48 horas antes de la reunión.

如果需要翻译服务,请至少于会议前48小时致电高级主任办公室:(626)931-7300分机7204。

Nếu Quý vị có yêu cầu dịch vụ dịch thuật, xin vui lòng liên hệ với văn phòng Giám đốc Điều hành tại (626) 931-7300 số lẻ 7204, ít nhất 48 giờ trước khi cuộc họp.

Kung nangangailangan ka ng mga serbisyo sa pagsasalin, pakisuyong makipag-ugnayan sa opisina ng Executive Director sa (626) 931-7300 extension 7204, ng hindi bababa sa 48 oras bago ang pulong.

번역 서비스가 필요하시면 미팅 최소 48시간 이전에 임원 사무실로 (626-931-7300, 내선 번호 7204) 전화주시기 바랍니다.

翻訳サービスが必要な方は、会議の48時間前までに(626) 931-7300 内線 7204のエグゼクティブディレクター事務所にご連絡ください。

إن كنت بحاجة إلى خدمات ترجمة، برجاء الاتصال بالمدير التنفيذي للمكتب على رقم 7300-931 (626) (الرقم الداخلي 7204) قبل الاجتماع بـ 48 ساعة على الأقل.

Եթե Ձեզ թարգմանչական ծառայությունների են հարկավոր, հանդիպումից առնվազն 48 ժամ առաջ խնդրում ենք զանգահարել Գործադիր տնօրենի գրասենյակ՝ (626) 931-7300 լրացուցիչ՝ 7204 հեռախոսահամարով:

ប្រសិនបើលោកអ្នកស្នើសុំសេវាកម្មបកប្រែភាសា សូមទាក់ទងមកការិយាល័យនាយកប្រតិបត្តិ តាមលេខទូរស័ព្ទ៖ (626) 931-7300 លេខបញ្ញូនបន្ត 7204 ដែលមានរយៈពេលយ៉ាងតិច 48 ម៉ោង មុនពេលកិច្ចប្រជុំ"។

در صورت نیاز به خدمات ترجمه، لطفاً حداقل 48 ساعت قبل از جلسه ملاقات با مدیر اجرایی دفتر به شماره7300-931 (626) داخلی 7204 تماس حاصل فر مایید.

หากคุณต้องการบริการการแปลภาษากรุณาติดต่อสำนักงานผู้อำนวยการบริหารที่ (626) 931-7300 ต่อ 7204, อย่างน้อย 48 ชั่วโมงก่อนที่จะมีการประชุม

9. <u>CONTRACT AMENDMENT – ARCHITECTURAL AND ENGINEERING DESIGN FOR THE AZUSA INTERMODAL PARKING FACILITY</u>

Recommended Action: Authorize the Executive Director to execute Amendment No. 9 to Contract No. 11-036





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with Choate Parking Consultants in the amount of \$52,735 for additional architectural and engineering services for the Azusa Intermodal Parking Facility Project.

10. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) 15-042 – ARCADIA FACILITY IMPROVEMENTS

Recommended Action: Authorize the Executive Director to Issue IFB No. 15-042 for construction services to undertake renovations to the Arcadia Operations and Maintenance Facility.

11. PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL

Recommended Action: Authorize the Executive Director to conduct a public hearing to solicit input on the suitability of Foothill Transit's proposed DBE goal of 3.5 percent.

12. EMPLOYEE HEALTH INSURANCE BENEFITS

Recommended Action: Adopt proposed change to the employee health insurance benefits program to allow employees who have access to other health insurance to receive a monthly cash payment in lieu of participating in Foothill Transit's health insurance.

REGULAR AGENDA:

13. STAND UP 4 TRANSPORTATION UPDATE

Recommended Action: Receive and file the report on Foothill Transit's Stand Up 4 Transportation event at Cal Poly Pomona.

PROPOSED FISCAL YEAR 2015-2016 BUSINESS PLAN AND BUDGET

Recommended Action: Recommend approval of Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2015-2016 to the Foothill Transit Governing Board.

15. PROPOSED SERVICE ENHANCEMENTS

Recommended Action: Recommend that the Governing Board authorize the Executive Director to seek public input regarding the first phase of proposed service enhancements below.

16. <u>APPROVAL OF SOLE SOURCE PROCUREMENT: TWO ELECTRIC BUS CHARGING STATIONS</u>

Recommended Action: Approve a Sole Source Procurement in the amount of One Million Six Hundred Thousand Dollars (\$1,600,000) with Proterra LLC for the purchase and installation of two electric bus charging stations and authorize the Executive Director to negotiate contract terms and conditions with





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Proterra LLC.

17. PERFORMANCE INDICATORS REPORT – FY 2014-2015 THIRD QUARTER REPORT

Recommended Action: Receive and file the FY 2014-2015 Third Quarter Performance Indicators Report.

18. TRANSIT STORE REPORT

Recommended Action: Receive and file the Transit Store Report.

- 19. EXECUTIVE DIRECTOR COMMENT
- 20. BOARD MEMBER COMMENT
- 21. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)

Property Address/Location: APN: 8448-019-045, 8448-019-044, 8448-019-042, 8448-019-041, 8448-019-040

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Katie Kraft, Darold D. Pieper,

Kevin McDonald

Negotiating Parties: Andy McIntyre of McIntyre Company, Kyle Weichert of Lewis

Operating Corporation

Under Negotiation: Price and Terms

- 22. CLOSED SESSION REPORT
- 23. ADJOURNMENT

Annual Membership Meeting of the Foothill Transit

Governing Board and an Executive Board Meeting is scheduled for

Wednesday, May 13, 2015 at 7:45 a.m.

The Next Regular Meeting of the Foothill Transit

Executive Board is scheduled for





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Friday, May 29, 2015 at 8:00 a.m.



STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790

Friday, March 20, 2015 9:00 AM



CALL TO ORDER

1. Call to order. (15-1298)

The meeting was called to order by Chair Tessitor at 9:03 a.m.

ROLL CALL

2. Roll call. (15-1299)

Roll call was taken by Garen Khachian, staff, Board of Supervisors Executive Office, Commission Services Division.

Present: Michael De La Torre, Becky A. Shevlin, Carol Herrera, Doug

Tessitor and Corey Calaycay

Excused: Paula Lantz

I. PUBLIC COMMENT

3. Public Comment. (15-1300)

No members of the public addressed the Foothill Transit Executive Board.

II. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Strategic Planning Workshop of January 30, 2015, and the Regular Meeting of the Executive Board of February 27, 2015. (15-1301)

On motion of Member Shevlin, seconded by Member De La Torre, the minutes for the Strategic Planning Workshop of January 30, 2015, and the Regular Meeting of the Executive Board of February 27, 2015 were approved by the following vote:

Ayes: 4 - Member Michael De La Torre, Member Becky A.

Shevlin, Treasurer Carol Herrera and Chairman Doug

Tessitor

Abstentions: 1 - Corey Calaycay

Excused: 1 - Vice Chair Paula Lantz

Attachments: SUPPORTING DOCUMENT

SUPPORTING DOCUMENT

III. DISCUSSION ITEMS (REGULAR AGENDA)

5. EXERCISE OF CONTRACT OPTION - PROCUREMENT OF 13 PROTERRA CATALYST EXTENDED RANGE ELECTRIC BUSES

Recommendation: Authorize the Executive Director to exercise an available contract option, negotiate final terms and conditions and execute Option Agreement No. 15-055 with Proterra LLC for the procurement of 13 Catalyst Extended Range 40-foot electric buses in the amount of Nine Million Eight Hundred Seventy-Seven Thousand Six Hundred Sixty Dollars (\$9,877,660), including sales tax. (15-1302)

Roland Cordero, Director of Maintenance and Vehicle Technology presented this item.

In response to a question addressed by the Board, Mr. Cordero reported that the new facility in the City of Industry will begin operation on July 1, 2015.

On motion of Member Calaycay, seconded by Treasurer Herrera, unanimously carried, this item was approved.

Attachments: SUPPORTING DOCUMENT

6. RESOLUTION ADOPTING NEW ANNUAL GOVERNING BOARD MEETING DATE

Recommendation: Consider changing the date of the May Annual Governing Board Meeting from Friday, May 22, 2015 to Wednesday, May 13, 2015 and adopt Resolution No. 2015-04 New Annual Governing Board Meeting Date. (15-1303)

On motion of Member De La Torre, seconded by Member Shevlin, duly carried by the following vote, the Executive Board adopted Resolution No. 2015-04 New Annual Governing Board Meeting Date from Friday, May 22, 2015 to Wednesday, May 13, 2015:

Ayes: 4 - Member Michael De La Torre, Member Becky A.

Shevlin, Treasurer Carol Herrera and Corey

Calaycay

Abstentions: 1 - Chairman Doug Tessitor

Excused: 1 - Vice Chair Paula Lantz

Attachments: SUPPORTING DOCUMENT

IV. ADJOURNMENT

7. Adjournment for the March 20, 2015 Special Foothill Transit Executive Board Meeting. (15-1304)

There being no further business, the Special Foothill Transit Executive Board meeting adjourned at 9:13 a.m.





April 24, 2015

To: Executive Board

Subject: FY 2014/2015 Financial Statements and Investment Summary

Recommendation

Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2015.

The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2015 for the fiscal year ending June 30, 2015.

Balance Sheet Analysis (Attachment A):

Assets

The balance sheet, as of March 31, 2015, shows total assets at \$307.5 million. This total consists primarily of \$203.7 million in fixed assets, \$87.5 million in cash and investments and \$16.3 million in receivable and prepaid assets. Foothill Transit's cash position of \$80.5 million is \$3.1 less than the previous month, and is \$8.2 million more than last year in March.

Liabilities

The accounts payable balance is \$5.6 million. Accounts Payables include operating and maintenance payments for \$ 2.4 million and \$988,000 for fuel.

The deferred revenue of \$70.2 million represents capital grants that are reserved for planned capital expenditures.

Investments (Attachment B)

Our current investments are held in financial instruments pursuant to Foothill Transit's investment policy. Funds held with Bank of the West in non-interest earning accounts qualify for FDIC insurance, eliminating the risk of loss.

The cash and investments balance includes \$22.8 million in non-interest bearing accounts held with Bank of the West; \$23 million in interest bearing money market accounts with Bank of the West; \$19.4 million with Chase; \$4.0 million with Bank of the West Agency notes; and \$15 million invested in the Local Agency Investment Fund (LAIF).



Executive Board Meeting - 04/24/15 FY 2014/2015 Financial Statements and Investment Summary Page 2

The current interest rates on all accounts are included on Attachment B. The LAIF investment, the CD investments, and the deposits with Chase earn interest and are held for future capital and operating funding requirements.

Operating and Capital Revenues and Expense Analysis (Attachment C)

March 2015 year-to-date fare revenues were \$14,094,119 which is \$58,381 less than the budgeted amount and \$65,655 more than March 2014. Decreases in fare revenues are primarily in cash sales and EZ Transit Pass. These changes will be reviewed as part of the Comprehensive Operational Analysis team's review of our fares.

Operating costs through March 2015 were \$53 million, which is \$4.7 million less than the budget and \$5 million more than March 2014. Of this \$53 million, \$39.8 million are operating costs for the Arcadia and Pomona operating contractors. The other large operating expense is fuel which was \$4 million through March 2015.

Capital expenditures through March were \$37 million compared with \$44.5 million last year at this time. The majority of capital expenditures this fiscal year have been for delivery of new CNG buses, design and pre-construction work on the Azusa Park & Ride lot, and heavy maintenance activities. The annual budget for capital expenditures includes purchase of 60 CNG buses and two electric buses.

Farebox Recovery Ratio

The March year-to-date farebox recovery ratio was 26.5 percent; two percent greater than the performance target of 24.7 percent. The farebox recovery ratio is derived by dividing the total fare revenue of \$14,094,119 by the total bus operating expense of \$53,170,284. This ratio is less than the March 2014 ratio of 29 percent.

Total Disbursements (Attachment D)

Total disbursements reflect invoices paid for the month of March 2015; they do not reflect the total expense incurred for the month. If an expense has been incurred but not yet invoiced or paid, Finance accrues the expense to properly track the expenses during the month in which they actually occurred. Total disbursements for March 2015 were \$9 million. Capital disbursements totaled \$3.6 million, fuel was \$461,777 and other significant disbursements include \$3.6 million to First Transit and \$564,527 to Transdev for bus operating services.



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Executive Director

Sincerely,

Michelle Caldwell

Michelle Caldwell

Michelle Caldwell Director of Finance

Attachments

Agenda Item No. 7

Foothill Transit Balance Sheet As of March 31, 2015

Assets		
Current Assets: Cash	\$	80,571,256
Investments	Ψ	6,988,000
Due from government agencies		11,836,100
Other receivables		2,177,429
Other assets		2,302,643
Total Current Assets		103,875,428
Property & Equipment (net of depreciation)		203,687,721
Total Assets	\$	307,563,149
Liabilities and Equity Current Liabilities: Accounts payable and accrued liabilities	\$	5,669,787
Deferred Revenue		70,251,845
Total Liabilities		75,921,631
Equity Fund Balance:		
Investment in Capital Assets		203,687,721
Current Year Change		4,679,367
Reserve		23,274,430
Total Equity		231,641,517
Total Liabilities and Equity	\$	307,563,149

Summary of Cash and Investment Account For March 31, 2015

	Interest	Term	Principal/ Book & Market
Cash:	Rate		Value
Bank of the West-Reg. Checking	N/A	Demand Deposit	11,883,580
Petty Cash	N/A	N/A	400
Revolving Fund - Transit Stores	N/A	N/A	1,500
Bank of the West-Excise Tax	N/A	Demand Deposit	10,963,029
Bank of the West-Money Market	0.240%	Demand Deposit	7,041,821
Bank of the West-Money Market	0.290%	Demand Deposit	6,023,562
Bank of the West-Money Market	0.240%	Demand Deposit	9,593,985
Bank of the West-CA Transit Assistance	0.090%	Demand Deposit	656,176
Chase Business Saving	0.050%	Demand Deposit	19,407,670
LAIF Investment	0.240%	Demand Deposit	14,999,533
Subtotal Cash on Hand			80,571,256
Unrestricted Investments:			
Bank of the West	1.500%	Callable Note	3,000,000
Bank of the West	1.250%	Callable Note	1,000,000
Wells Fargo-CD's	0.350%	Cert. of Deposit	2,988,000
Subtotal Unrestricted Investments			6,988,000
Total Cash and Investments			87,559,256

Foothill Transit Statement of Revenue and Expense For Month Ended March 31, 2015

		Actual YTD March-15	Budget YTD March -15	Variance	Actual YTD March - 14
	Operating Revenue				
	Farebox	\$7,391,274	\$8,377,500	-11.77%	\$7,615,738
	Pass Sales	3,311,007	2,325,000	42.41%	2,997,799
	TAP Cash Purse	2,147,966	1,650,000	30.18%	1,896,521
	MetroLink & Access Service	444,477	375,000	18.53%	416,274
	EZ Transit Pass	799,394	1,425,000	-43.90%	1,102,132
	Total Operating Revenue	\$14,094,119	\$14,152,500	-0.41%	\$14,028,464
	Non-Operating Revenue				
	Transportation Development Act	\$ 16,399,296	\$16,636,233	-1.42%	\$15,622,434
	STA	\$ 2,058,228	2,058,224	0.00%	2,934,954
	Prop A 40% Discretionary	\$ 10,375,833	10,375,834	0.00%	10,112,967
0	Prop A 40% BSCP	\$ 3,275,514	3,275,511	0.00%	3,224,457
1	Prop C BSIP	\$ 660,195	660,195	0.00%	645,354
2	Prop C Base Restructuring	\$ 1,418,031	1,418,030	0.00%	1,386,153
3	Prop C Transit Service Expansion	\$ 236,304	236,303	0.00%	230,994
4	Transit Security-Operating	\$ 637,264	637,264	0.00%	592,983
5	Measure R Operating	\$ 7,427,106	7,427,109	0.00%	6,322,782
6	CMAQ Operating	\$ 504,075	750,000	-32.79%	1,253,063
, 7	. •	\$ 213,292	730,000	0.00%	155,520
3	Gain on Sale of Fixed Assets Auxiliary Revenue	\$ 1,335,730	1,125,000	18.73%	1,194,531
9	Total Non-Operating Revenue	\$44,540,868	\$44,599,703	-0.13%	\$43,676,192
)	Total Revenue	\$58,634,986	\$58,752,203	-0.20%	\$57,704,656
	Available Capital Funding				
1	Capital Grants	\$37,804,710	\$102,175,196	-63.00% \$	51,913,568
2	Total Revenue and Capital Funding	\$96,439,697	\$160,927,399	-40.07%	\$109,618,223
	Operating Expenses				
3	Operations	\$45,867,809	\$48,933,335	6.26%	\$41,854,602
Ļ	Maintenance & Vehicle Technology	429,219	511,965	16.16%	404,311
	Marketing and Communications	999,947	1,241,136	19.43%	1,359,071
	Information Technology	1,012,720	1,407,456	28.05%	915,308
	Administration	1,924,801	2,126,574	9.49%	1,611,222
	Procurement	546,186	615,231	11.22%	410,491
		678,204	800,703	15.30%	
	Finance				510,769
	Planning	814,125	1,320,525	38.35%	518,061
	Facilities	897,273	989,028	9.28%	432,752
	Total Operating Expenses	\$53,170,284	\$57,945,953	8.24%	\$48,016,587
	Other Expenses				
3	Dial-A-Ride	\$505,708	562,500	10.10%	\$512,988
ļ.	Special Services	210,432	243,750	13.67%	119,337
•	Total Other Expenses	\$716,140	\$806,250	23.77%	\$632,325
6	Total Operating and Other Expenses	\$53,886,424	\$58,752,203	8.28%	\$48,648,911
	Capital Expenditures				
7	Capital Expenditures	\$37,804,710	\$102,175,196	63.00%	\$44,493,201
3	Total Expenses and Capital Expenditures	\$91,691,134	\$160,927,399	43.02%	\$93,142,112

Attachment D

Bank Account - Check Details

Period: 03/01/15..03/31/15

Foothill Transit

Monday, April 06, 2015 9:19 AM
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FOOTHILLTRANSIT\fkuo

This report also includes bank accounts that only have balances. Bank Account: No.: B001, Date Filter: 03/01/15..03/31/15

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	
B001	General Ch	neckina					
	Phone No.	800-488-2265					
03/05/15	20594	ACC Business	Internet fiber line	1,404.20	1,404.20	0.00	Posted
03/05/15	20595	AT and T - 5025	TS 6 Fax line	172.23	172.23	0.00	Posted
03/05/15	20596	AT and T - 5025	TS 6 Computer line	89.11	89.11	0.00	Posted
03/05/15	20597	AT and T - 5025	TS 6 Computer line	164.54	164.54	0.00	Posted
03/05/15	20598	Bankcard Center-Bank of the West	2/15 Company credit card usages	36,084.67	36,084.67	0.00	Posted
03/05/15	20599	C.B.A. Productions	General Advertising	749.00	749.00	0.00	Posted
03/05/15	20600	Cintas Fire Protection	Fire Equipment Inspection Services	940.00	940.00	0.00	Posted
03/05/15	20601	Civic Resource Group International Inc	2/15 Website Maintenance	2,850.00	2,850.00	0.00	Posted
03/05/15	20602	Donald Luey	Educational reimbursement - Cert. & Acceditation	1,773.00	1,773.00	0.00	Posted
03/05/15	20603	Doran J. Barnes	Reimbursable Expenses	856.18	856.18	0.00	Posted
03/05/15	20604	FEDEX Corp.	Express Mail	94.34	94.34	0.00	Posted
03/05/15	20605	Home Depot Credit Services	Facility maintenance supplies	180.64	180.64	0.00	Posted
03/05/15	20606	Instant Signs Inc.	Printing Boardroom Posters	1,177.50	1,177.50	0.00	Posted
03/05/15	20607	LA Opinion	General Advertising	2,000.00	2,000.00	0.00	Posted
03/05/15	20608	Lewis Engraving	2 Crystal Buses	233.15	233.15	0.00	Posted
03/05/15	20609	Nelson/Nygaard	Comprehensive Operational Analysis	21,868.02	21,868.02	0.00	Posted
03/05/15	20610	New Flyer of America Inc.	F-2310 (30) Replacement buses balance payment	1,035,457.20	1,035,457.20	0.00	Posted
03/05/15	20611	Newage PHM, LLC	3/15 TS 2 Store office lease and electricity usage	7,174.65	7,174.65	0.00	Posted
03/05/15	20612	Panera, LLC	2/27 Board Meeting Catering	176.22	176.22	0.00	Posted
03/05/15	20613	PCM Sales Inc.	Laptop for Doran	1,583.49	1,583.49	0.00	Posted
03/05/15	20614	Richards Watson and Gershon	Legal Fees	821.88	821.88	0.00	Posted
03/05/15	20615	Rotary Club of West Covina	Membership Package - D. Barnes	1,309.00	1,309.00	0.00	Posted
03/05/15	20616	Secretary of State	Notary application fee for Denise Guerra	40.00	40.00	0.00	Posted
03/05/15	20617	Skyline Pest Control	Pest & Rodent Control Services	95.00	95.00	0.00	Posted
03/05/15	20618	Staples Business AdvDept. LA	Office Supplies	463.90	463.90	0.00	Posted
03/05/15	20619	System Innovations Inc.	Crestron Support	562.50	562.50	0.00	Posted
03/05/15	20620	The Gas Co.	2/15 Admin Builing Gas	620.34	620.34	0.00	Posted
03/05/15	20621	Thomas J. Koontz	Meet the Planner Stencil	646.86	646.86	0.00	Posted
03/05/15	20622	Thomas Nass	Reimbursable expenses - Proterra contract review	62.26	62.26	0.00	Posted
03/05/15	20623	Thompson Coburn LLP	CAD/AVL Procurement	17,127.60	17,127.60	0.00	Posted
03/05/15	20624	Toyo Landscaping Company	2/15 Admin Building Landscape Maintenance	1,219.39	1,219.39	0.00	Posted
03/05/15	20625	Transdev Services, Inc.	11/14/14 Pasadena Photo Shoot for new campaign	358.08	358.08	0.00	Posted
03/05/15	20626	TransitTalent.com LLC	RFP 15-036 Public Notice	190.00	190.00	0.00	Posted
03/05/15	20627	Verizon Business - 660794	Data transport services	1,263.78	1,263.78	0.00	Posted
03/05/15	20628	Verizon Calif - 920041	Call forwarding services	37.18	37.18	0.00	Posted
03/05/15	20629	Verizon Calif - 920041	Industry Park & Ride phones	334.67	334.67	0.00	Posted
03/05/15	20630	Verizon Wireless	Cell phone services	3,362.54	3,362.54	0.00	Posted
03/05/15	20631	Zones Inc.	3 Access Point Antenna	743.65	743.65	0.00	Posted
03/05/15	E00014	International City Management Assoc. Retirement Co	Payroll ending 2/28/15 retirement payment	23,724.45	0.00	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	
03/05/15	E00015	State Board of Equalization -	F-2300 Bus sales tax	50,367.87	0.00	0.00	Posted
03/05/15	E00016	State Board of Equalization -	F-2324 Bus sales tax	50,367.87	0.00	0.00	Posted
03/05/15	E00017	State Board of Equalization -	F-2325 Bus sales tax	50,367.87	0.00	0.00	Posted
03/05/15	E00018	State Board of Equalization -	F-2327 Bus sales tax	50,367.87	0.00	0.00	Posted
03/12/15	20632	4imprint Inc.	TAP Card Holders	3,544.03	3,544.03	0.00	Posted
03/12/15	20633	Arrowhead Spring Water Co.	Drinking Water	69.75	69.75	0.00	Posted
03/12/15	20634	Athens Services	Admin Bldg Trash Service	758.04	758.04	0.00	Posted
03/12/15	20635	California Deposition Reporters	15-037 Pre-Bid Conference	553.29	553.29	0.00	Posted
03/12/15	20636	Cintas Fire Protection	Fire Sprinkler Pump Inspection	775.00	775.00	0.00	Posted
03/12/15	20637	Citrix Online LLC	2/15 OpenVoice Audio Service	193.42	193.42	0.00	Posted
03/12/15	20638	Complete Coach Works	F-1810 NABI bus paint with livery graphics	13,528.10	13,528.10	0.00	Posted
03/12/15	20639	Complete Coach Works	F-1722 NABI bus paint with livery graphics	13,528.10	13,528.10	0.00	Posted
03/12/15	20640	Complete Coach Works	F-1723 Seat Removal & Barrier Inst	1,985.00	1,985.00	0.00	Posted
03/12/15	20641	Complete Coach Works	F-1722 Seat Removal & Barrier Inst	1,985.00	1,985.00	0.00	Posted
03/12/15	20642	Complete Coach Works	F-1708 Seat Removal & Barrier Inst	1,985.00	1,985.00	0.00	Posted
03/12/15	20643	Complete Coach Works	F-1708 NABI bus paint with livery graphics	13,528.10	13,528.10	0.00	Posted
03/12/15	20644	CSMFO	Membership renewal - G. Victorio	110.00	110.00		Posted
03/12/15	20645	Darold D. Pieper Attorney at Law	Legal Fees	6,960.00	6,960.00		Posted
03/12/15	20646	David Reyno	Reimbursable Expenses	2,052.61	2,052.61		Posted
03/12/15	20647	Day - Lite Maintenance Co. Inc.	Monthly Lighting Maintenance	96.00	96.00	0.00	Posted
03/12/15		Deanna Forrest	Reimbursable expensesSt. Patrick's Day Decorations	70.86	70.86		Posted
03/12/15		Dynasign Corporation	Media Servers for Transit Stores	9,405.45	9,405.45		Posted
03/12/15		FEDEX Corp.	Express Mail	81.20	81.20		Posted
03/12/15	20651	FEDEX Corp.	Express Mail	53.31	53.31	0.00	Posted
03/12/15	20652	First Transit Inc.	Reimburse insurance Claim # 0453178010101026	989.18	989.18	0.00	Posted
03/12/15	20653	First Transit Inc.	1/22 Pomona Special Service 2nd Bus	82.43	82.43	0.00	Posted
03/12/15		First Transit Inc.	1/22 Pomona Special Service CAD/AVL 1st Bus	131.88	131.88		Posted
03/12/15		G4S Technology LLC	2/15 Security Maintenace	9,852.92	9,852.92		Posted
03/12/15	20656	HD Supply Facilities Maintenance	2 6ft. Folding Tables	217.98	217.98	0.00	Posted
03/12/15		Jarrett Stoltzfus	Reimburse for employee rideshare program	100.00	100.00		Posted
03/12/15	20658	Linda Apodaca	Reimbursable expenses	198.80	198.80	0.00	Posted
03/12/15	20659	New Flyer of America Inc.	F-2301 (30) Replacement buses balance payment	172,576.20	172,576.20	0.00	Posted
03/12/15	20660	New Flyer of America Inc.	F-2328 (30) Replacement buses balance payment	172,576.20	172,576.20	0.00	Posted
03/12/15	20661	New Flyer of America Inc.	F-2326 (30) Replacement buses balance payment	172,576.20	172,576.20	0.00	Posted
03/12/15		New Flyer of America Inc.	F-2323 (30) Replacement buses balance payment	172,576.20	172,576.20		Posted
03/12/15		Prime West Inc.	Azusa Senior Center Ad	695.00	695.00		Posted
03/12/15		Prime West Inc.	Palomares Senior Center Ad	695.00	695.00		Posted
03/12/15	20665	Proterra LLC	2/15 Charging Station PMI billing	1,090.00	1,090.00	0.00	Posted
03/12/15	20666	Proterra LLC	10/14 Repair work at Charging Station	1,545.31	1,545.31	0.00	Posted
03/12/15		Proterra LLC	11/14 Charging Station PMI billing	1,075.00	1,075.00		Posted
03/12/15	20668	Proterra LLC	12/14 Charge Station PMI billing	1,075.00	1,075.00	0.00	Posted

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03/12/15	20669	Proterra LLC	1/15 Charging station PMI billing	1,075.00	1,075.00	0.00	Posted
03/12/15	20670	Proterra LLC	Maintenance repairs/Nuetral Brush and shipping	1,999.90	1,999.90	0.00	Posted
03/12/15	20671	Proterra LLC	11/3 Road call service	335.94	335.94	0.00	Posted
03/12/15	20672	Proterra LLC	Maintenace repair/faulty compressor main switch	614.90	614.90	0.00	Posted
03/12/15	20673	Proterra LLC	Maintenace repair/Air leak on A charging station	483.21	483.21	0.00	Posted
03/12/15	20674	Proterra LLC	11/6 Maintenace repair /replace E stop on B side	370.68	370.68	0.00	Posted
03/12/15	20675	Proterra LLC	12/27 Road call	134.38	134.38	0.00	Posted
03/12/15	20676	Pulsar Advertising	Consulting services	35,964.25	35,964.25	0.00	Posted
03/12/15	20677	Richards Watson and Gershon	Legal Fees	3,366.85	3,366.85	0.00	Posted
03/12/15	20678	SIGMAnet	Microwave Integration	2,442.80	2,442.80	0.00	Posted
03/12/15	20679	Socal Office Technologies	Copier Usage	390.46	390.46	0.00	Posted
03/12/15	20680	Staples Business AdvDept. LA	Office Supplies	60.76	60.76	0.00	Posted
03/12/15	20681	State Compensation Insurance Fund	3/15 Worker's Comp	5,727.25	5,727.25	0.00	Posted
03/12/15	20682	Suburban Water Systems	Admin Bldg Fire Sprinkler Water	121.19	121.19	0.00	Posted
03/12/15	20683	Suburban Water Systems	Admin Bldg Water	361.16	361.16	0.00	Posted
03/12/15	20684	Suburban Water Systems	Admin Bldg Landscape Water	89.83	89.83	0.00	Posted
03/12/15	20685	The Poly Post	General Advertising	3,140.00	3,140.00	0.00	Posted
03/12/15	20686	Thomas J. Koontz	Business Cards	39.24	39.24	0.00	Posted
03/12/15	20687	Thompson Coburn LLP	Operations RFP's and Contracts	10,282.85	10,282.85	0.00	Posted
03/12/15	20688	TransitTalent.com LLC	IFB 15-040 Online Notice	95.00	95.00	0.00	Posted
03/12/15	20689	Waste Management	Arcadia Warehouse Trash Service	197.74	197.74	0.00	Posted
03/12/15	20690	Weatherite Corporation	1/15 Admin Bldg HVAC Maintenance	668.00	668.00	0.00	Posted
03/12/15	20691	Willie J. Brooks	3/15 Indoor Plant Care	449.75	449.75	0.00	Posted
03/12/15	20692	Wright Express	2/15 Vehicle fuel	587.71	587.71	0.00	Posted
03/12/15	20693	Yoko Igawa	Reimbursable expenses-NTI Procurement Training II	158.74	158.74	0.00	Posted
03/12/15	20694	Zee Medical	Safety Kit Supplies	282.52	282.52	0.00	Posted
03/12/15	20695	Zones Inc.	Crystal reports license	3,840.00	3,840.00	0.00	Posted
03/12/15	E00019	Payment of Invoice PI014025	F-2323 Bus sales tax	50,367.87	0.00	0.00	Posted
03/12/15	E00020	Payment of Invoice PI014027	F-2301 Bus sales tax	50,367.87	0.00	0.00	Posted
03/12/15	E00021	Payment of Invoice PI014028	F-2326 Bus sales tax	50,367.87	0.00	0.00	Posted
03/12/15	E00022	Payment of Invoice PI014029	F-2328 Bus sales tax	50,367.87	0.00	0.00	Posted
03/20/15	20696	Aaron Brothers	11 x 14 Frame	19.61	19.61	0.00	Posted
03/20/15	20697	Adt Security Services, Inc.	TS2 Puente Hills Store Security Services	325.69	325.69	0.00	Posted
03/20/15	20698	Alandale Ins. Agency	General Liability policy - Waiver of Subrogation	154.80	154.80	0.00	Posted
03/20/15	20699	Allied Administrators for Delta Dental	4/15 Dental Insurance Premiums	6,605.91	6,605.91	0.00	Posted
03/20/15	20700	AT and T - 5025	TS 6 Local calls	1,209.74	1,209.74	0.00	Posted
03/20/15	20701	Baker Donelson Bearman and Cal.	Public Affairs	9,022.37	9,022.37	0.00	Posted
03/20/15	20702	California Choice	4/15 Health Insurance Premium	38,812.38	38,812.38	0.00	Posted
03/20/15	20703	Capital Representation Group	Public Affairs	4,000.00	4,000.00	0.00	Posted
03/20/15	20704	Chamber of Commerce - Duarte	State of the City - Corporate Sponsor	500.00	500.00	0.00	Posted
03/20/15	20705	Charter Communications	Cable TV service	158.59	158.59	0.00	Posted
03/20/15	20706	CIGNA Group Insurance	3/15 Life, AD & D, STD & LTD	3,418.34	3,418.34	0.00	Posted
03/20/15	20707	City of Claremont	Sponsor 4th of July Banner @ Depot	300.00	300.00	0.00	Posted
03/20/15	20708	City of Pomona	GetAbout Ticket Books	1,000.00	1,000.00	0.00	Posted
03/20/15		Civic Resource Group International Inc		1,250.00	1,250.00		Posted

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Check Date C	check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	
03/20/15	20710	Clean Energy	01/15 Arcadia CNG Facility Maintenance	451,035.23	451,035.23	0.00	Posted
03/20/15	20711	Conexis	COBRA Administrative Fees	80.85	80.85	0.00	Posted
03/20/15	20712	Crown Castle USA Inc.	03/15 San Dimas Johnstone Peak Tower Rental	750.00	750.00	0.00	Posted
03/20/15	20713	CSMFO	Introduction to Gov. Accounting - L. Hernandez	75.00	75.00	0.00	Posted
03/20/15	20714	Diversified Transportation, LLC	1/15 Monrovia Dial A Ride services	49,992.82	49,992.82	0.00	Posted
03/20/15	20715	East Valley Community Health Center	Grand Opening Public Mural, 1 butterfly	3,700.00	3,700.00	0.00	Posted
03/20/15	20716	FEDEX Corp.	Express Mail	219.85	219.85	0.00	Posted
03/20/15	20717	Finley and Cook, PLLC	Jet Report Annual M & E 4/21/15 to 4/21/16	2,238.40	2,238.40	0.00	Posted
03/20/15	20718	Greater West Covina Business Assoc.	Roger Hernandez Women of Distinction, Bronze Spon.	250.00	250.00	0.00	Posted
03/20/15	20719	IBI Group	CAD/AVL Replacement Consulting	36,585.00	36,585.00	0.00	Posted
03/20/15	20720	Inland Valley News	Welcome to a rest hour ad	1,400.00	1,400.00	0.00	Posted
03/20/15	20721	Katherine E. Gagnon	Reimbursable Expenses - APTA Legislative Conferenc	344.87	344.87	0.00	Posted
03/20/15	20722	Keystone Uniform Depot	Embroidered Patch for Safety Vests	21.44	21.44	0.00	Posted
03/20/15	20723	Landmark Healthplan of California, Inc.	3/15 Chiropractic Insurance Premiums	335.62	335.62		Posted
03/20/15		Letter Publications Inc.	Transit Access Report Renewal	325.00	325.00		Posted
03/20/15		Luminator Holding LP	Final Assembly Brackets /silver	2,009.46	2,009.46		Posted
03/20/15		Mobile Relay Associates Inc.	03/15 Repeater Service	16,600.72	16,600.72		Posted
03/20/15		Office Depot	Office Supplies	873.48	873.48		Posted
03/20/15		Recall Secure Destruction Serv.	Secure Destruction Services	119.26	119.26		Posted
03/20/15 03/20/15		San Gabriel Valley Newspaper Schindler Elevator Corporation	General Advertising 3-5/15 Preventive Elevator Maintenance	7,478.80 2,422.47	7,478.80 2,422.47		Posted Posted
03/20/15	20731	Staples Business AdvDept. LA	Office Supplies	73.19	73.19	0.00	Posted
03/20/15		The Gallery Collection	Birthday Cards	255.92	255.92		Posted
03/20/15		Thomas J. Koontz	Re-printing Employee Handbook	101.37	101.37		Posted
03/20/15		Thomas Nass	Reimbursable expenses	28.11	28.11		Posted
03/20/15		Thompson Coburn LLP	Electric Bus Procurement	38,479.94	38,479.94		Posted
03/20/15		Verizon Business - 660072	Admin. local calls	2,770.57	2,770.57		Posted
03/20/15		Verizon Business - 660794	800 Ride Info services	2,450.38	2,450.38		Posted
03/20/15	20738	Verizon Business - 660794	Consolidated data transfer	8,227.37	8,227.37	0.00	Posted
03/20/15	20739	Verizon Calif - 920041	Fire monitoring service	54.53	54.53	0.00	Posted
03/20/15	20740	Verizon Calif - 920041	Local calls	2,976.88	2,976.88	0.00	Posted
03/20/15	20741	Vision Service Plan - (CA)	3/15 Vision Premiums	1,063.02	1,063.02	0.00	Posted
03/20/15	20742	Willie J. Brooks	03/15 Transit Stores Plant Care	270.50	270.50	0.00	Posted
03/20/15	E00023	First Transit Inc.	8/2/14-1/1/15 Rowl Bowl service additional billing	1,101.64	0.00	0.00	Posted
03/20/15	E00024	First Transit Inc.	8/25/14-1/22/15Pomona Special Service back billing	27.40	0.00	0.00	Posted
03/20/15	E00025	First Transit Inc.	7/14 to 3/15 Quarterly Compensation	225,000.00	0.00	0.00	Posted
03/20/15	E00026	International City Management Assoc. Retirement Co	PE 3/14/15 Retirement Plan Fund	23,690.74	0.00	0.00	Posted
03/20/15	E00027	New Flyer of America Inc.	F-2302 (30) Replacement buses balance payment	172,576.20	0.00	0.00	Posted
03/20/15	E00028	New Flyer of America Inc.	F-2303 (30) Replacement buses balance payment	172,576.20	0.00	0.00	Posted
03/20/15	E00029	State Board of Equalization -	F-2303 Sales tax	50,367.87	0.00	0.00	Posted
03/20/15	E00030	State Board of Equalization -	F-2302 Sales tax	50,367.87	0.00	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Amount	
03/20/15	E00031	Transdev Services, Inc.	Camelia Festival Parade	380.51	0.00	0.00	Posted
03/20/15	E00032	Transdev Services, Inc.	3/15 Management services	149,933.41	0.00	0.00	Posted
03/26/15	20743	Advanced Access Systems Inc.	Pomona O&M facility gate operator replacement	2,935.20	2,935.20	0.00	Posted
03/26/15	20744	AFLAC	2/15 Voluntary Insurance Premiums	1,718.96	1,718.96	0.00	Posted
03/26/15	20745	AR Electric, Inc.	Pomona phone system upgrade	2,450.00	2,450.00	0.00	Posted
03/26/15	20746	AT and T - 105068	Long distance calls	173.99	173.99	0.00	Posted
03/26/15	20747	AT and T - 5019	800 Ride Info services	300.32	300.32	0.00	Posted
03/26/15	20748	AT and T - 5025	TS 6 Computer line	82.81	82.81	0.00	Posted
03/26/15	20749	Carol A. Herrera	Reimbursable APTA Transit Board Members Seminar	566.39	566.39	0.00	Posted
03/26/15	20750	Choate Parking Consultants, Inc.	Azusa Park & Ride - A & E services	2,107.75	2,107.75	0.00	Posted
03/26/15	20751	Christopher Pieper	Educational reimbursement	2,195.00	2,195.00	0.00	Posted
03/26/15	20752	City of La Verne	Bus Stop Enhancement Program	35,000.00	35,000.00	0.00	Posted
03/26/15	20753	Come Land Maintenance Service Company Inc.	3/15 Admin Bldg Janitorial Service	2,800.00	2,800.00	0.00	Posted
03/26/15	20754	Complete Coach Works	F-1720 Seat Removal & Barrier Inst	15,513.10	15,513.10	0.00	Posted
03/26/15	20755	Day - Lite Maintenance Co. Inc.	Admin Building Lighting Outage Replacement	1,122.83	1,122.83	0.00	Posted
03/26/15	20756	Donald Luey	Educational reimbursement - Cyber Policy Capstone	1,773.00	1,773.00	0.00	Posted
03/26/15	20757	Finley and Cook, PLLC	Serenic Annual M & E 4/19/15- 16	15,638.70	15,638.70	0.00	Posted
03/26/15	20758	GIRO Inc.	Maintenance & Support Fees for 2/22-26/15	64,913.00	64,913.00	0.00	Posted
03/26/15		Graingers	(2) Screwdriver & Bit sets for Facility trucks	85.17	85.17		Posted
03/26/15	20760	Industry Public Utility Commission	Industry P&R Electricity	1,129.11	1,129.11		Posted
03/26/15	20761	Katherine E. Gagnon	Educational reimbursement	1,890.00	1,890.00	0.00	Posted
03/26/15	20762	Keystone Uniform Depot	Quality Insurance Inspector Shirts	130.47	130.47	0.00	Posted
03/26/15		LA MTA	Terminal 28 Layover	12,000.00	12,000.00	0.00	Posted
03/26/15	20764	Lazar and Associates	02/15 Interpreting Services	89.90	89.90	0.00	Posted
03/26/15	20765	National Safety Council - IL	Annual Membership Renewal - L. Gillespie	395.00	395.00	0.00	Posted
03/26/15		Newage PHM, LLC	4/15 TS 2 Office lease and 3/15 Electricity usage	7,039.56	7,039.56		Posted
03/26/15	20767	Omnitrans	Omnitrans passes	5,743.20	5,743.20	0.00	Posted
03/26/15	20768	Panera, LLC	Catering USC Price School of Public Policy Externs	319.96	319.96	0.00	Posted
03/26/15		Parsons Brinckerhoff Inc.	Azusa P&R - Labor Compliance Services	665.00	665.00		Posted
03/26/15		Platinum Security Inc.	2/15 TS 6 Security Services	3,576.16	3,576.16		Posted
03/26/15		Richards Watson and Gershon	Legal Fees	742.90	742.90		Posted
03/26/15		RNL/Interplan	On-Call A&E - Curb	12,644.84	12,644.84		Posted
03/26/15		Ron Turley Associates Inc.	RTA Application Upgrade	13,905.00	13,905.00		Posted
03/26/15		Rotary Club of Walnut Valley	Membership dues - J. Raquel	134.40	134.40		Posted
03/26/15		Ruben Cervantes	Educational reimbursement	1,870.00	1,870.00		Posted
03/26/15 03/26/15		Sabrina Ashley Muhne Scintech Associates Inc.	Educational reimbursement Removal /Re-Installation of SBS	1,890.00 36,000.00	1,890.00 36,000.00		Posted Posted
03/26/15		Socal Office Technologies	equipment Copier Usage	511.25	511.25		Posted
03/26/15		Southern California Edison Co.	2/15 Admin Building Electricity	10,984.34	10,984.34		Posted
			Usage Pomona Charging Station				
03/26/15	20780	Southern California Edison Co.	Electric Usage	10,742.59	10,742.59	0.00	Posted

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Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided Entry Amount Status
03/26/15	20781	Standard Parking Corporation	2/15 Parking Services	3,257.08	3,257.08	0.00 Posted
03/26/15	20782	Summit of California	12/14 Investigative Services	5,513.00	5,513.00	0.00 Posted
03/26/15	20783	The Type Gallery	Re-print Free Ride Coupons	5,118.98	5,118.98	0.00 Posted
03/26/15	20784	Thomas J. Koontz	Business Cards	152.60	152.60	0.00 Posted
03/26/15	20785	Thompson Coburn LLP	Legal services	27,603.98	27,603.98	0.00 Posted
03/26/15	20786	Transit Information Products	Update Transit Tube Inserts 1-11 -15	3,068.42	3,068.42	0.00 Posted
03/26/15	20787	TransitTalent.com LLC	Job Posting - Safety Compliance Manager	95.00	95.00	0.00 Posted
03/26/15	20788	U.S. Healthworks Medical Group. P.C.	Pre-Employment Physical - S. Mak	55.00	55.00	0.00 Posted
03/26/15	20789	Verizon Business - 660794	Data transport services	1,288.65	1,288.65	0.00 Posted
03/26/15	20790	Verizon Calif - 920041	Arcadia computer line	174.79	174.79	0.00 Posted
03/26/15	20791	W.M. Klorman Construction Corp.	Azusa Park & Ride Construction	201,121.65	201,121.65	0.00 Posted
03/26/15	20792	Walnut Valley Water District	Industry P&R Landscape Water	63.07	63.07	0.00 Posted
03/26/15	20793	Yoko Igawa	Reimbursable CAPPO & WTI Membership dues	235.00	235.00	0.00 Posted
03/26/15	20794	Zones Inc.	Year advantage ultra service plan	3,936.00	3,936.00	0.00 Posted
03/26/15	E000033	First Transit Inc.	7/1-12/14 Pomona Contract Services back billing	5,235.47	0.00	0.00 Posted
03/26/15	E000034	First Transit Inc.	7/13-15/14 Pomona Contract Services back billing	1,308.72	0.00	0.00 Posted
03/26/15	E000035	First Transit Inc.	7/16-31/14 Pomona Contract Services back billing	7,453.32	0.00	0.00 Posted
03/26/15	E000036	First Transit Inc.	8/1-15/14 Pomona Contract Services back billing	6,894.64	0.00	0.00 Posted
03/26/15	E000037	First Transit Inc.	8/16-31/14 Pomona Contractor Services back billing	6,739.47	0.00	0.00 Posted
03/26/15	E000038	First Transit Inc.	9/1-15/14 Pomona Contract Services back billing	6,531.38	0.00	0.00 Posted
03/26/15	E000039	First Transit Inc.	9/16-30/14 Pomona Contract Services back billing	6,892.48	0.00	0.00 Posted
03/26/15	E000040	First Transit Inc.	10/1-15/14 Pomona Contract Services back billing	6,893.40	0.00	0.00 Posted
03/26/15	E000041	First Transit Inc.	10/16-31/14 Pomona Contract Services back billing	7,440.42	0.00	0.00 Posted
03/26/15	E000042	First Transit Inc.	11/1-15/14 Pomona Contract Services back billing	6,535.51	0.00	0.00 Posted
03/26/15	E000043	First Transit Inc.	11/16-30/14 Pomona Contract Sercies back billing	6,187.58	0.00	0.00 Posted
03/26/15	E000044	First Transit Inc.	12/1-15/14 Pomona Contract Services back billing	6,896.84	0.00	0.00 Posted
03/26/15	E000045	First Transit Inc.	12/16-31/14 Pomona Contract Services back billing	7,099.42	0.00	0.00 Posted
03/26/15	E000046	First Transit Inc.	1/1-10/15 Pomona Contract Servicesbak billing	4,118.65	0.00	0.00 Posted
03/26/15	E000047	First Transit Inc.	1/11-15/15 Pomona Contract Services back billing	2,451.89	0.00	0.00 Posted
03/26/15	E000048	First Transit Inc.	1/16-31/15 Pomona Contract Services back billing	7,185.32	0.00	0.00 Posted
03/26/15	E000049	First Transit Inc.	2/1-15/15 Pomona Contract Services back billing	6,619.95	0.00	0.00 Posted
03/26/15	E000050	First Transit Inc.	2/16-28/15 Pomona Contract Services back billing	5,860.80	0.00	0.00 Posted
03/26/15	E000051	First Transit Inc.	2/23-27/15 Pomona Extra Trips	1,263.30	0.00	0.00 Posted
03/26/15	E000052	First Transit Inc.	8/25/14- 2/27/15 Pomona 486 Extra Trips back billi	125.54	0.00	0.00 Posted
03/26/15	E000053	First Transit Inc.	3/16-31 Pomona Estimated Contract Services	1,180,796.24	0.00	0.00 Posted
03/26/15	E000054	First Transit Inc.	3/1-15 Pomona Estimated Contract Services	596,862.02	0.00	0.00 Posted

Period: 03/01/15..03/31/15

Foothill Transit

Attachment D

Monday, April 06, 2015 9:19 AM

Page 7

FOOTHILLTRANSIT\fkuo

Check Date	Check No.	Vendor Name	Description	Amount	Printed Amount	Voided E Amount S	
03/26/15	E000055	First Transit Inc.	2/16-28 Pomona Contract Services	952,004.76	0.00	0.00 P	Posted
03/26/15	E000056	First Transit Inc.	2/1-15 Pomona Contract Services	590,744.17	0.00	0.00 P	Posted
03/26/15	E000057	New Flyer of America Inc.	F-2315 (30) Replacement buses balance payment	172,576.20	0.00	0.00 P	Posted
03/26/15	E000058	New Flyer of America Inc.	F-2311 (30) Replacement buses balance payment	172,576.20	0.00	0.00 P	Posted
03/26/15	E000059	New Flyer of America Inc.	F-2314 (30) Replacement buses balance payment	172,576.20	0.00	0.00 P	Posted
03/26/15	E000060	State Board of Equalization -	F-2311 Bus sales tax	50,367.87	0.00	0.00 P	Posted
03/26/15	E000061	State Board of Equalization -	F-2314 Bus sales tax	50,367.87	0.00	0.00 P	Posted
03/26/15	E000062	State Board of Equalization -	F-2315 Bus sales tax	50,367.87	0.00	0.00 P	Posted
03/26/15	E000063	Transdev Services, Inc.	3/15 & 18 Arcadia Special Service	3,305.66	0.00	0.00 P	Posted
03/26/15	E000064	Transdev Services, Inc.	2/1-15 Arcadia Contractor Services	410,549.52	0.00	0.00 P	Posted
	General C	hecking		9,006,250.97	3,220,733.04	0.00	





April 24, 2015

To: Executive Board

Subject: April 2015 Legislative Summary

Recommendation

Receive and file the April 2015 Legislative Summary. Adopt support positions on AB 857, AB 1250, SB 391, SB 413, SB 508 and the federal GROW AMERICA ACT.

Analysis

A summary of state and federal legislation and its status is attached. Board members should note that staff recommends support positions on AB 857 (Perea), AB 1250 (Bloom), SB 391 (Huff), SB 413 (Wieckowski), and SB 508 (Beall).

State Legislative Issues:

AB 857 creates the Technology Program pursuant to SB 1204 (Lara), Chapter 524, Statutes of 2013, which will fund the development of zero and near zero emission truck, bus, and off-road vehicle and equipment technologies to be administered by the Air Resources Board in conjunction with the California Energy Commission. The bill would provide that the funding for the program would come out of the Greenhouse Gas Reduction Fund (Cap & Trade Auction Funds), and would prioritize projects located in disadvantaged communities. This bill may provide a new funding source for Foothill Transit electric and CNG buses.

In 2012 and 2014, the California Transit Association (CTA) sponsored legislation which provided transit agencies with temporary relief from California's decades-old bus axle weight limits. The temporary provisions of the most recent measure, AB 1720 (Bloom, Chapter 263, Statutes of 2014), are now set to expire at the end of 2015, reinstating an unworkable 20,500 lb. per axle limit and impacting various stakeholders, including cities, counties, public transit agencies, and private sector bus suppliers. The CTA continues to work with impacted stakeholders to craft a long-term solution, acceptable to all parties, that recognizes the challenges of the current axle weight limit. AB 1205 will serve as the vehicle for such a solution, if and when one emerges. The majority of Foothill Transit's fleet, along with those of most, if not all, transit agencies throughout the state exceeds this over quarter century old



Executive Board Meeting - 04/24/15 April 2015 Legislative Summary Page 2

statute. The weight increases are primarily due to advances in bus technology to satisfy mandated clean air, safety, ADA laws. This bill will continue to protect Foothill Transit from being subject to citations and costly permits until a reasonable solution can be determined.

Specific sections of the penal code have long provided for the criminal prosecution of individuals who commit assault or battery against transit employees. Due to flexibility in current law, which provides for probation in place of jail time, most assailants avoid serious consequences. SB 391 would increase penalties for assaults committed against transit employees and to remove a provision in state law that allows assailants to escape jail time. This bill will assist Foothill Transit in keeping our employees and our contractors' employees safe and require harsh penalties for those who may cause them harm.

SB 413 would amend the Public Utilities Code and the Penal Code to allow transit agencies to use an administrative process to cite and process minors in violation of specified prohibited acts (e.g. fare evasion, smoking where prohibited, unauthorized sale of goods) occurring on transit properties. Additionally, this proposal would make it a violation for failing to yield seating reserved for elderly and disabled individuals, and clarify what constitutes a noise violation on a transit property. This bill would allow Foothill Transit to impose and cause certain administrative penalties to be enforced for passenger misconduct on or in a Foothill Transit facility or vehicle.

Transit operators across the state are required to meet specified farebox recovery and operating cost criteria in order to be eligible to receive funds from the Transportation Development Act (called Local Transportation Fund dollars) and/or the State Transit Assistance (STA) program, if those funds are to be used for operating purposes. SB 508 would address the challenges posed by this rigid funding mechanism by creating more flexible farebox recovery and operating cost criteria, and by rationalizing the penalties for non-compliance. This bill would allow Foothill Transit to continue to receive a certain amount of state transit funding in case of an agency economic or low ridership challenge.

The California Legislature is in full swing after returning from recess in early January to begin the 2015-16 Legislative Session and wasted no time introducing a large number of bills for consideration in the first year of the two-year session. By the time February 27 had come and gone (the deadline to introduce bills), over 2,400 bills had been introduced by the 120-member Legislature. The Senate and Assembly have begun the laborious process of



Executive Board Meeting - 04/24/15 April 2015 Legislative Summary Page 3

moving these bills through policy and fiscal committees with the hope of seeing them on the Governor's desk in mid-September.

Federal Legislative Issues:

U.S. Department of Transportation Secretary Anthony Foxx unveiled a revised version of the GROW AMERICA Act, the Administration's proposal for a multi-year surface transportation bill. As newly proposed, the GROW AMERICA Act would authorize a strong funding level of \$478 billion over six years (as opposed to \$302 billion over four years authorized in the previous version). As in the previous version, the Administration recommends that highway, transit, and passenger rail programs be funded through a restructured Transportation Trust Fund. Funding for that Trust Fund would be a combination of current Highway Trust Fund revenue supplemented by a 14 percent transition tax on the approximate \$2 trillion of foreign earnings that U.S. companies have accumulated overseas ("repatriation").

The new version of GROW AMERICA authorizes \$115 billion for public transportation programs, up from the \$72 billion in the previous version. The new GROW AMERICA Act again includes increases to address the bus and rail state of good repair backlog, and would provide substantial investment in expanded transit capacity. Additionally, the bill would provide \$28.5 billion over the six years for high performance and passenger rail programs with a focus on improving the connections between key regional cities throughout the country.

Budget Impact

State legislation reported on have no budget impact at this time.

Sincerely.

David Reyno

Director of Government Relations

Doran J. Barnes
Executive Director

2015 Legislation Summary

Current as of 4/14/2015

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
AB 857	Perea	Creates the Technology Program pursuant to SB 1204 (Lara), Chapter 524, Statutes of 2013, supported by Foothill Transit to fund the development of zero and near zero emission truck, bus, and off-road vehicle and equipment technologies to be administered by the Air Resources Board in conjunction with the California Energy Commission. The bill would provide that the funding for the program would come out of the Greenhouse Gas Reduction Fund (Cap & Trade Auction Funds), and would prioritize projects located in disadvantaged communities.	This bill may provide a new funding source for Foothill Transit electric and CNG buses.	Assembly Committee on Transportation	POSITIONS	Support
AB 1205	Bloom	In 2012 and 2014, the California Transit Association (CTA) sponsored legislation which provided transit agencies with temporary relief from California's decades-old bus axle weight limits. The temporary provisions of the most recent measure, AB 1720 (Bloom, Chapter 263, Statutes of 2014), are now set to expire at the end of 2015, reinstating an unworkable 20,500 lb./axle limit and impacting various stakeholders, including cities, counties, public transit agencies, and private sector bus suppliers. The CTA continues to work with impacted stakeholders to craft a long-term solution, acceptable to all parties, that recognizes the challenges of the current axle weight limit. AB 1205 will serve as the vehicle for such a solution, if and when one emerges. The majority of Foothill Transit's fleet, along with those of most, if not all, transit agencies throughout the state exceeds this over quarter century old statute due to mandated clean air, safety, disability	This bill will continue to protect Foothill Transit from being subject to citations and costly permits until a reasonable solution can be determined.	Assembly Committee on Rules	CTA - Support	Support

2015 Legislation Summary

Current as of 4/14/2015

Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
SB 391	Huff	Specific sections of the penal code have long provided for the criminal prosecution of individuals who commit assault or battery against transit employees. Due to flexibility in current law, which provides for probation in place of jail time, most assailants avoid serious consequences. SB 391 would increase penalties for assaults committed against transit employees and to remove a provision in state law that allows assailants to escape jail time.	This bill will assist Foothill Transit in keeping our employees safe and require harsh penalties for those who may cause them harm.	Senate Committee on Public Safety	CTA - Support Metro - Support	Support
SB 413	Wiechowski	Would amend the Public Utilities Code and the Penal Code to allow transit agencies to use an administrative process to cite and process minors in violation of specified prohibited acts (e.g. fare evasion, smoking where prohibited, unauthorized sale of goods) occurring on transit properties. Additionally, this proposal would make it a violation for failing to yield seating reserved for elderly and disabled individuals, and clarify what constitutes a noise violation on a transit property.	This bill would allow Foothill Transit to impose and enforce certain administrative penalties for passenger misconduct on or in a Foothill Transit facility or vehicle.		CTA - Support	Support
SB 508	Beall	Transit operators across the state are required to meet specified farebox recovery and operating cost criteria in order to be eligible to receive funds from the Transportation Development Act (called Local Transportation Fund dollars) and/or the State Transit Assistance (STA) program, if those funds are to be used for operating purposes. SB 508 would address the challenges posed by this rigid funding mechanism by creating more flexible farebox recovery and operating cost criteria, and by rationalizing the penalties for non-compliance.	This bill would allow Foothill Transit to continue to receive a certain amount of state transit funding in case of an agency economic or low ridership challenge.	Senate Committee on Transportation & Housing	CTA - Support	Support
H.R. 680	Blumenauer	Our transportation infrastructure is increasingly outdated and inadequate. In 2011, the Federal Highway Administration (FHA) estimated that over \$70.9 billion worth of repairs are needed merely to	A consistent, reliable and stable federal funding program would allow Foothill Transit and all U.S. transportation agencies and companies to budget for	House Committee on Ways and Means	APTA - Supports	Support Position Adopted 2/27/2015

2015 Legislation Summary

Current as of 4/14/2015

(Amendments and Bills	s with updated status	s or requesting action	are indicated in bold)
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Bill No.	Author	Analysis	Potential Impacts	Location	Outside Agency Positions	Recommended Position
		maintain safe bridges. Inflation and increased fuel efficiency has led to declining gas tax receipts and the gas tax has lost nearly 40% of its purchasing power since it was last raised in 1993. The decline will continue as cars become more efficient and people drive less. Vehicle miles traveled per capita declined last year for the ninth year in a row. Because Congress has not addressed the Highway Trust Fund's (HTF) insolvency, the fund will be exhausted this summer and states will begin cutting back on projects. To maintain current funding levels, the HTF will need \$100 billion in addition to current tax receipts in the next five years. Failure to act will result in a 30% reduction in federal transportation spending over the next decade. The Update, Promote, and Develop America's Transportation Essentials (UPDATE) Act (Blumenauer (D-OR), would phase in a nickel a gallon tax increase over each of the next three years on gasoline and diesel that would be dedicated to public transportation and highway programs, index those taxes to inflation and examine ways to replace the taxes with a longer-term stable source of funding.	the long term.			





April 24, 2015

To: Executive Board

Subject: Contract Amendment - Architectural and Engineering Design for

the Azusa Intermodal Parking Facility

Recommendation

Authorize the Executive Director to execute Amendment No. 9 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$52,735 for additional architectural and engineering services for the Azusa Intermodal Parking Facility Project.

Analysis

At the March 20, 2015 Executive Board Meeting, the Board authorized the Executive Director to exercise an available contract option and negotiate final terms and conditions with the bus manufacturer, Proterra LLC, to procure thirteen Catalyst XR electric buses. Also at that board meeting it was indicated that the construction of the Azusa Park & Ride created an excellent opportunity to run the 13 electric buses on Line 280. Line 280, a 22-mile roundtrip route from Azusa to Puente Hills Mall Transit Center will be the second opportunity to fully electrify a Foothill Transit route.

The construction of the Azusa Intermodal Parking Facility began in January 2015 with a substantial completion date in late December 2015. The installation of the underground utilities is well underway and scheduled to be complete by the end of April. Although the construction of the new concrete bus access road is slated to begin in September 2015, the design of the underground conduit provisions must be developed in a timely manner so as to not affect the construction schedule.

The current design of the Azusa Intermodal Parking Facility will need to be revised to reflect the new underground infrastructure for two electric bus charging stations. Architectural and engineering design will need to be performed to ensure power can be modified to meet the requirements needed to charge the buses.

In addition to the underground electrical conduit provisions, two additional bus shelters adjacent to the parking structure, including roadway improvements, new curb design and a new crosswalk will be required. The existing approved construction documents will need to be revised to include



Executive Board Meeting - 04/24/15 Contract Amendment - Architectural and Engineering Design for the Azusa Intermodal Parking Facility Page 2

new planting, irrigation from the current bus layover area to the new bus stops and shelters.

Lastly, during the installation of the eight-inch and 16-inch water lines, a redesign of the water line was required due to unforeseen conditions at the point of connection for the 16-inch line. Redesign was required for the eight-inch water line in order to meet Azusa Light & Water minimum clearance requirements. There were several underground conditions where there were tight constraints with the new installation of the sewer, water, storm drain, power, and telephone lines. New water profiles, water details and continued coordination with Azusa Water resulted in additional civil and architectural services of \$6,870.

This recommended amendment to Contract No. 11-036 brings the total contract value to \$1,361,786. Below is a summary of contract amendments to date.

Contract No. 11-036	Contract Amount	Comments
Base contract- Phase 1	\$275,700	Site selection and design support for NEPA & CEQA approval
Amendment #1 - Phase 1	\$O	Reflect DBE participation
Amendment #2 - Phase 1	\$58,330	Additional study required for the Alternative #2 location (north of railroad tracks)
Amendment #3 - Phase 2	\$872,796	Provide a/e services for design of parking facility
Amendment #4 - Phase 2	\$29,941	Redesign for sawtooth bus stop configuration
Amendment #5 - Phase 2	\$13,175	Additional design required for striping, signage, future LPR, parking stalls designation
Amendment #6 - Phase 2	\$25,339	Additional Geotechnical Study required. QSP services required during construction for SWPPP.
Amendment #7- Phase 2	\$25,255	Preparation of Entitlement, Survey and Mapping services for subject lots.
Amendment #8- Phase 2	\$8,515	Additional a/e services for conduit provisions for Metro
Amendment #9- Phase 2	\$52,735	Underground conduit provisions for electric bus charging stations, new bus shelters and crosswalk, redesign of 8 inch and 16 inch water line.
Total	\$1,361,786	



Executive Director

Executive Board Meeting – 04/24/15 Contract Amendment – Architectural and Engineering Design for the Azusa Intermodal Parking Facility Page 3

Budget Impact

Foothill Transit's current Business Plan includes funding for the Azusa Park & Ride Project. Additional cost for architectural and engineering services for the future installation of the electric bus charging station will be included in the electric bus charging station infrastructure program for fiscal year 2015-2016.

Sincerely,

Sharlane R. Bailey Director of Facilities

Agenda Item No. 9





April 24, 2015

To: Executive Board

Subject: Request to Issue Invitation for Bids (IFB) No. 15-042 - Arcadia

Facility Improvements

Recommendation

Authorize the Executive Director to Issue IFB No. 15-042 for construction services to undertake renovations to the Arcadia Operations and Maintenance Facility.

Analysis

Foothill Transit began bus operations from the Arcadia Operations & Maintenance Facility in 2002. The facility last received renovations in 2008 which included remodeling of the operators and dispatch area, along with some replacement of furniture in the operators' area. While the facility has been well maintained over the years, it is in need of improvements in both the administration and maintenance buildings. The planned improvements will restore the facility to Foothill Transit standards and provide coach operators and staff a clean and inviting work environment.

Some elements of the Arcadia O&M Facility Improvements include:

- Replacement of original cabinetry and countertops in the break room and training room areas
- Remodeling of the original administration reception desk area and visitor area
- Replacement of the motorized roll up door at the administration reception desk
- o Application of new paint at select interior and exterior locations
- o Installation of a noise barrier window system at the dispatch area
- o Installation of new tile flooring in the break room and training room areas
- o Installation of a new designated smoking area
- Improvements to the roll out shelter with the addition of a louver system to provide shade



Executive Board Meeting – 04/24/15 Request to Issue Invitation for Bids (IFB) 15-042 – Arcadia Facility Improvements Page 2

Budget Impact

Funding is included in Foothill Transit's approved Fiscal Year 2014-2015 budget for facility maintenance and rehabilitation.

Sincerely,

Vincent Sauceda

Construction Project Manager

Doran J. Barnes Executive Director





April 24, 2015

To: Executive Board

Subject: Proposed Disadvantaged Business Enterprise (DBE) Program

Goal

Recommendations

Authorize the Executive Director to conduct a public hearing to solicit input on the suitability of Foothill Transit's proposed DBE goal of 3.5 percent.

Analysis

United States Department of Transportation (DOT) regulations require that each public entity receiving DOT funding establish an overall DBE goal every three years. Foothill Transit's current DBE goal of 3.5 percent was calculated based on the number of DBE firms listed in the California Unified Certification Program (UCP) directory and identified as ready, willing and able to perform work on Foothill Transit's planned federally-funded projects during the current three-year period. DBE participation on Foothill Transit's federally funded projects over the past three years has averaged 2.2 percent.

Foothill Transit is under the jurisdiction of the U.S. Court of Appeals for the Ninth Circuit which, in May of 2006 ordered a change in the administration of DBE programs by California recipients of U.S. Department of Transportation transit and highway funds. The court's decision resulted in Foothill Transit's implementation of a DBE race-neutral program. A race-neutral program allows Foothill Transit to establish a percentage goal for DBE participation for all federally funded projects to be undertaken by the agency, but does not permit Foothill Transit to require that proposers achieve a specific percentage goal for DBE participation on any one contract.

In the upcoming three federal fiscal years from October 1, 2015 to September 30, 2018, Foothill Transit's federal funds are currently planned to be used on the construction of an electric bus charging station in the City of Azusa and in the procurement of buses to replace or expand the current Foothill Transit revenue vehicle fleet. Revenue vehicle procurements are not subject to Foothill Transit's DBE program goal because the DBE requirements for bus procurements are instead handled directly between the DOT and the bus manufacturers. Accordingly, Foothill Transit's DBE goal for the three-year period is based on the number of ready, willing and able DBE vendors for its



Executive Board Meeting - 04/24/15 Disadvantaged Business Enterprise (DBE) Program Goal Page 2

construction related activities likely to be engaged for the construction of the electric charging station. Foothill Transit's experience with our DBE program leads staff to conclude that the overall demand for construction services throughout the Southern California area serves to limit the actually availability of DBE-certified vendors to fully meet the needs necessary to achieve the DBE goal that Foothill Transit has set for the period ending in September 2015. Based on the current demand for and the estimated availability of contractors to participate on this type of work and on Foothill Transit's DBE participation history, significantly fewer of the listed Certified DBEs in the area will be available to complete the work under consideration. Staff has considered the issue of actual availability in its methodology for arriving at a proposed DBE race-neutral participation goal. However, staff is also proposing modifications designed to make the DBE program more robust. For example, in order to ensure the broadest outreach to the DBE vendor community, each vendor currently certified under the California Unified Certification Program (UCP) will receive notification and an invitation to propose or bid on Foothill Transit's federally funded procurements. Currently, notification is provided to a more limited Foothill Transit DBE vendor list.

The methodology that was used in the determination of an appropriate DBE goal included utilizing data of available firms to provide the services that would be needed for construction related activities for the electric bus charging station in the City of Azusa utilizing the most recent Census Data on County Business Patterns for Los Angeles County and the UCP. This figure was adjusted taking into consideration the actual DBE participation rate over the past three federal fiscal years and the current demand in the Los Angeles region for similar construction related activities. The UCP provides access to all registered DBEs from throughout the state. These sources support analyzing data utilizing the North American Industry Classification System (NAICS) to match the types of industries that would be used for the possible federally funded projects.

The public will be notified of Foothill Transit's proposed DBE goal and the public hearing, tentatively scheduled for June 11, 2015 in West Covina through classified ads placed in the San Gabriel Valley Tribune, the Inland Valley Daily Bulletin, La Opinion, and the Los Angeles Times. The proposed 3.5 percent figure was calculated using a consultative process that included input from local small business owners during conversations at local Chamber of Commerce events and other Small Business events.

Staff will lower, raise, or keep unchanged the proposed DBE goal based on input received during the public outreach process and return to the Executive



Executive Board Meeting - 04/24/15 Disadvantaged Business Enterprise (DBE) Program Goal Page 3

Board with a final recommendation regarding Foothill Transit's DBE goal. The goal will then be widely published using a variety of means, including but not limited to Foothill Transit's website and through classified ads placed in the San Gabriel Valley Tribune, the Inland Valley Daily Bulletin, La Opinion, and the Los Angeles Times.

As provided for in the federal regulations and as mentioned earlier, Foothill Transit's DBE program would only apply to its DOT-assisted projects with the exception of bus purchases. Applicable state and local requirements and regulations related to affirmative action, as modified by the California Civil Rights Initiative (Proposition 209), apply to an organization's state and local contract projects, but not to its DOT-assisted projects. Proposition 209 prohibits the granting of preferential treatment in public contracting based on an individual's or firm's race, sex, color, ethnicity or national origin.

At the conclusion of the public outreach process, staff will return to the Executive Board with a final recommendation regarding Foothill Transit's FFY 2016 through FFY 2018 DBE goal.

Staff will continue to conduct outreach to small businesses, as well as to certified and prospective DBE vendors in order to meet its annual goal by using race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes occasions where a DBE is awarded a prime contract through customary competitive procurement procedures and when a DBE firm is awarded a subcontract on a prime contract that does not have a DBE goal.

Fiscal Impact

There are some minor costs related to advertising the DBE program goal, contracting opportunities and the enhanced outreach to both DBE and non-DBE vendors. These expenses were included in the Fiscal Year 2014 - 2015 budget.

Sincerely,

Kevin McDonald

Deputy Executive Director

Doran J. Barnes Executive Director



April 24, 2015

To: Executive Board

Subject: **Employee Health Insurance Benefits**

Recommendation

Adopt proposed change to the employee health insurance benefits program to allow employees who have access to other health insurance to receive a monthly cash payment in lieu of participating in Foothill Transit's health insurance.

Discussion

For the plan year ending June 30, 2015, the average cost for health insurance (includes medical, dental, vision) is \$517 per employee per month. Health insurance costs vary from plan to plan and by age of the participant. The monthly cost for employee-only health insurance at Foothill Transit varies from \$361.00 to \$1,063.00.

Foothill Transit continues to be an employer of choice. A few of our employees have medical coverage that is compliant with the Affordable Care Act (ACA) available to them through another source. For those employees who can demonstrate ACA-compliant medical coverage through another source, Foothill Transit will provide a cash incentive which would be a financial benefit to them and to Foothill Transit. For each employee who elects to use another ACA-compliant source of health insurance, a monthly cash incentive is proposed as follows: \$250 for medical insurance and \$60 for dental, vision, and chiropractic insurance for a possible total of \$310. The cash incentive may be deposited into the employee's deferred compensation account, 457(b) account, or received as a check. Direct payments would subject to appropriate tax withholdings.

Staff conducted a brief survey of other transit properties and local governments to determine if they offered similar incentives to their employees. The survey showed that most agencies surveyed offer some level of health insurance incentive to their employees that do not use the health plans provided by their employer.



Executive Board Meeting - 04/24/2015 Employee Health Insurance Benefits Page 2

Executive Director

Financial Impact

Adoption of this recommendation will have a minimal overall financial impact. It could result in slightly lower overall health insurance premium costs to Foothill Transit. Employees are encouraged to select the health plan that best suits their individual needs.

Sincerely,

Director of Human Resources and

Risk Management

Agenda Item No. 12





April 24, 2015

To: Executive Board

Subject: Stand Up 4 Transportation Update

Recommendation

Receive and file the report on Foothill Transit's Stand Up 4 Transportation event at Cal Poly Pomona.

Analysis

Foothill Transit, in partnership with Cal Poly Pomona, hosted a student summit on transportation in Los Angeles County on Thursday April 9th. This summit was one of over 300 events held nationwide as part of Stand Up 4 Transportation Day -- a national initiative to highlight the need for Congress to adopt a fully funded long term surface transportation authorization bill. Congresswoman Grace Napolitano (D-CA) spoke to students about government's role in creating our local infrastructure. She was joined by Caltrans District 7 Deputy Director Deborah Wong, College of Environmental Design Dean Michael Woo, Cal Poly Pomona President Soraya Coley and Foothill Transit Executive Board Chair Paula Lantz.

Stand Up 4 Transportation was initiated by the American Public Transportation Association (APTA) to push the U.S. Congress to pass a long-term transportation spending bill. The current funding bill, Moving Ahead for Progress in the 21st Century (MAP 21), expires on May 31, 2015.

The primary goal of hosting a student event was to expose the next generation of urban planners to some of the unexpected challenges and triumphs of real world transportation planning, funding, and the infrastructure needed to make it work for the region. In addition, it was pivotal in laying the groundwork for a stronger, more collaborative relationship with Cal Poly Pomona. President Soraya Coley stated repeatedly in her opening address that improved transit access for students was important and that working together, we would achieve it.

Congresswoman Grace Napolitano illustrated the challenges and successes of federal funding from her singular role as the top Democrat on the House Transportation and Infrastructure Committee. Top students from the Department of Urban and Regional Planning presented four projects for



Executive Board Meeting - 04/24/15 Stand Up 4 Transportation 2015 Page 2

review - Ras Cannady and David Mach presented Wheelchair Accessibility and Public Transportation; Madai Castillo presented Public Transportation Decisions of Students at Cal Poly Pomona; Ruben Salazar presented Orange County Transit Stations and Ridership; and Jonathan Raspa and Matthew Diemer presented Bikesharing station utilization in Minneapolis. These students presented their findings following a brief breakout session that included members of Foothill Transit staff and received feedback from the panel of assembled speakers.

Foothill Transit was also joined by Proterra CEO Ryan Popple, who the day before had announced the California Energy Commission grant award of \$3M. This grant will allow Proterra to open a manufacturing facility in the City of Industry. Paula Lantz included this news in her presentation to students about Foothill Transit and it was well received by students, particularly those in the engineering program. The Foothill Transit Ecoliner was on display outside Building 7 and garnered much positive attention from students. Several asked if the electric buses would ever come to campus.

The positive momentum from this event is being sustained through continued contact and collaboration with various campus officials. Next steps include exploring a Class Pass program for Cal Poly Pomona and investigating service enhancements for students.

Based on the huge amount of interest from multiple agencies and schools, plans for another, expanded student transportation summit or conference are in the works.

Sincerely

Felicia Friesema

Director of Marketing and Communications

unde Aproduce for

Doran J. Baknes

Executive Director



April 24, 2015

To: Executive Board

Subject: Proposed Fiscal Year 2015-2016 Business Plan and Budget

Recommendation

Recommend approval of Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2015-2016 to the Foothill Transit Governing Board.

Analysis

The Business Plan and Budget development process provides an opportunity to review Foothill Transit's current and planned financial status in relation to goals and objectives. To facilitate this process, a final draft business plan and budget have been developed which incorporates overall goals and supporting action steps. Also included in the document are Fiscal Year 2014-2015 accomplishments, a budget summary and departmental budget summaries.

Foothill Transit is required to submit a balanced budget and a Short Range Transit Plan (SRTP) to the Los Angeles County Metropolitan Transportation Authority annually to be eligible to receive subsidy funds. Both documents have been incorporated into a single Business Plan and Budget document.

The Fiscal Year 2015-2016 Business Plan and Budget document is provided in Attachment A. It was developed with the organization's mission as its central focus. The mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. Supporting this mission, the primary goals of Foothill Transit are the following:

- Operate a safe transit system;
- Provide outstanding customer service;
- Operate an effective transit system; and
- Operate an efficient transit system.

Goals and performance measures tied to each of the four goals listed above, have been incorporated into the plan to ensure that Foothill Transit's resources are focused on achieving its mission. In order to fulfill its mission and meet its goals, Foothill Transit's proposed Business Plan and Budget document includes detailed initiatives. Over the next year, the proposed



Executive Board Meeting - 04/24/15 Proposed Fiscal Year 2015-2016 Business Plan and Budget Page 2

business plan will allow Foothill Transit to advance the key agency-wide initiatives listed below:

- Bus Replacement Project Updated specifications are being developed to begin the procurement process for the acquisition of new compressed natural gas (CNG) coaches. These new buses will be equipped with standardized passenger amenities that include high-back, reclining seats, individual overhead reading lights, and luggage racks, continuing the replacement of Foothill Transit's oldest CNG coaches. The new coaches will replace CNG buses that have met the Federal Transit Administration (FTA) minimum lifetime threshold of at least 500,000 miles or 12 years of service.
- **SMARTBus System (SBS) Replacement -** Procurement activities are currently underway to replace Foothill Transit's aging computer aided dispatch and automated vehicle location (CAD/AVL) system. The new system will include enhancements to better monitor on-street service in real time, while providing more accurate data for use by our customers for their daily travel and by agency staff for system planning and reporting purposes.
- Comprehensive Operational Analysis (COA) Implementation –
 Pending Board approval of the recommendations from staff and our
 COA consultant, staff will seek input from the public before presenting a
 final set of service improvement recommendations for Board approval.
 The goals of the COA are to optimize current transit services, maximize
 underutilized resources, and expand the system in an efficient manner,
 where possible and necessary so that Foothill Transit can provide the
 most effective bus network for residents of the Pomona and San Gabriel
 Valleys.
- Fare Restructuring Analysis As part of the Comprehensive Operational Analysis, Foothill Transit's consultants are performing an analysis of our current fare structure and policy. Preliminary data suggests that the services of a consultant who specializes in fare restructuring will be needed in the coming year. The goals of the fare restructuring would be to simplify our current fare structure, ensure we are offering our customers the proper product mix at the proper price point, and provide seamless access across the valley for customers who ride other systems in addition to ours. The evaluation will also include recommendations to ensure Foothill Transit remains compliant with Transportation Development Act (TDA) requirements related to our minimum farebox recovery ratio.



Executive Board Meeting - 04/24/15 Proposed Fiscal Year 2015-2016 Business Plan and Budget Page 3

- San Gabriel and Pomona Valley Park & Ride Facilities Development of Park & Ride facilities will continue to be a priority this year. The Azusa Intermodal Parking Facility a four-level, 547-space parking facility is currently under construction with completion targeted for December 2015. Staff continues to pursue other opportunities for Park & Rides in the San Gabriel and Pomona Valleys.
- College Pass Program Based on the successful pilot programs and the adoption of the Class Pass programs at Mt. SAC and University of La Verne, Foothill Transit will pursue Class Pass programs with other major colleges and universities throughout the San Gabriel and Pomona Valleys.
- Mt. SAC Transit Center Following the success of the Class Pass at Mt. SAC, the development of a transit center on campus will be pursued. Mt. SAC is one of the largest trip generators in the entire Foothill Transit system and has very marginal bus stops. The development of an offstreet transit center will be pursued. This center is anticipated to have six to ten transit bays with covered waiting areas for riders. Further, the inclusion of a Transit Store will be evaluated.

In addition to these seven agency-wide initiatives, individual department initiatives are included in each department's subsection of the Business Plan document.

Subsequent to the Governing Board's adoption of Foothill Transit's FY 2015-2016 Business Plan and Budget, staff will update Foothill Transit's Ten-Year Financial Outlook using the Governor of California's May Revise to the State Budget, final formula allocation procedure (FAP) funding marks received from Los Angeles County Metropolitan Transportation Authority (Metro), and available local and statewide economic forecasts. It is anticipated that this document will be presented to the Board as an information item in September 2015.

Financial Impact

Foothill Transit's proposed FY 2015-2016 budget is balanced between revenues and expenses with an estimated \$79.9 million operating budget and a \$57.0 million capital budget, for a total budget of \$136.9 million. The Fiscal Year 2015-2016 Business Plan and Budget targets a farebox recovery ratio of 24.1 percent.



Executive Board Meeting - 04/24/15 Proposed Fiscal Year 2015-2016 Business Plan and Budget Page 4

Doran J. Baknes

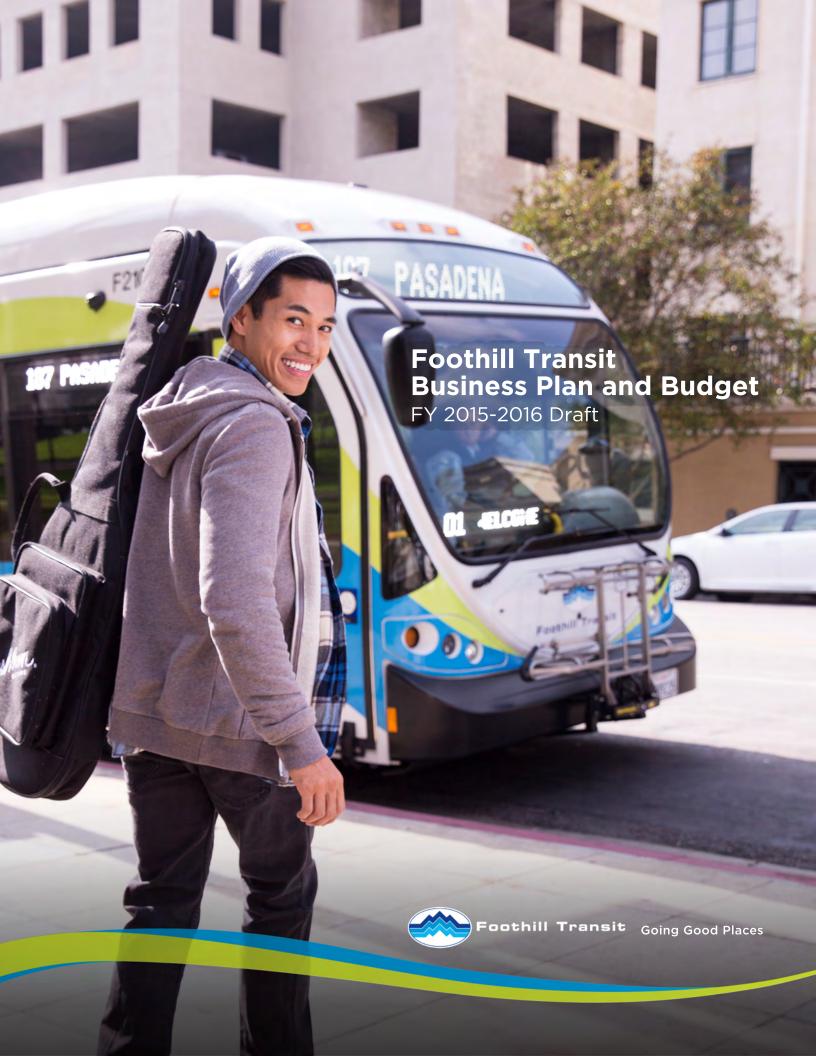
Executive Director

Revenue projections are based on the proposed annual "funding marks" developed by Metro and includes estimated funding allocations from Metro for Fiscal Year 2015-2016, including Municipal Operator Service Improvement Program (MOSIP) funds. The Metro Board took action in 2008 that extended that funding source indefinitely. This is one of Foothill Transit's primary sources of local matching funds for federally funded capital projects.

Sincerely,

Kevin McDonald Deputy Executive Director

Attachment



Governing Board

CLUSTER 1

Claremont

Mayor Pro Tem Corey Calaycay Councilmember Opanyi K. Nasiali, Alternate

La Verne

Councilmember Charlie A. Rosales Councilmember Ron Ingels, Alternate

Councilmember Paula Lantz

Mayor Elliot Rothman, Alternate

San Dimas

Councilmember Emmett Badar Mayor Pro Tem John Ebiner, Alternate

Walnut

Mayor Nancy Tragarz
Councilmember Robert Pacheco, Alternate

CLUSTER 2

Azusa Councilmember Uriel Macias Councilmember Edward J. Alvarez, Alternate

Baldwin Park
Mayor Pro Tem Cruz Baca

Councilmember Susan Rubio, Alternate

Mayor Peggy A. Delach Councilmember Kevin Stapleton, Alternate

Glendora

Member, Vacant Councilmember Gene Murabito, Alternate

Irwindale Mayor Mark A. Breceda

Mayor Pro Tem Manuel R. Garcia, Alternate West Covina

Councilmember Corey Warshaw Mayor Pro Tem James Toma, Alternate

CLUSTER 3

Councilmember Roger Chandler Mayor Pro Tem Gary Kovacic, Alternate

Bradbury
Mayor Richard G. Barakat
Mayor Pro Tem Richard T. Hale Jr., Alternate

Duarte Mayor Tzeitel Paras-Caracci

Mayor Pro Tem Samuel Kang, Alternate

Mayor Pro Tem Becky Shevlin Mayor Mary Ann Lutz, Alternate

Pasadena

Councilmember Margaret McAustin Mayor Bill Bogaard, Alternate

Temple City
Councilmember Cynthia Sternquist
Councilmember Fernando Vizcarra, Alternate

CLUSTER 4

El Monte Councilmember Juventino "J" Gomez Councilmember Victoria Martinez, Alternate

Diamond Bar Councilmember Carol Herrera

Mayor Pro Tem Nancy A. Lyons, Alternate

Industry
Mayor Pro Tem Jeff Parriott
Mayor Tim Spohn, Alternate

La Puente Mayor Violeta Lewis Councilmember Valerie Munoz, Alternate

South El Monte
Mayor Pro Tem Hector Delgado
Councilmember Willhans A. Ili, Alternate

CLUSTER 5

County of Los Angeles
David C. Rodriguez
(Representing Supervisor Don Knabe)
Michael De La Torre

(Representing Supervisor Mike Antonovich)

(Representing Supervisor Hilda Solis)

Executive Board

Vacant

Chair

Paula Lantz

Vice Chair Cluster 1 - Pomona

Carol Herrera

Treasurer Cluster 4 - Diamond Bar

Becky Shevlin

Board Member Cluster 3 - Monrovia

Michael De La Torre

Board Member

Representing Supervisor Mike Antonovich

Executive Board Alternates

Corey Calaycay Cluster 1 - Claremont

Peggy Delach Cluster 2 - Covina

Cynthia Sternquist Cluster 3 - Temple City

Jeff Parriott Cluster 4 - Industry

Vacant Cluster 5

Senior Management

Doran J. Barnes **Executive Director**

Kevin O. McDonald Deputy Executive Director

Sharlane Bailey Director of Facilities

Michelle Caldwell Director of Finance

Roland Cordero Director of Maintenance and Vehicle Technology

Felicia Friesema Director of Marketing and Communications

LaShawn Gillespie Director of Customer Service and Operations

Donald Luey Director of Information Technology

Matt Mumford Director of Human Resources and Risk Management

Joseph Raquel

David Reyno Director of Government Relations

Jarrett Stoltzfus Director of Procurement



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Executive Summary

The FY 2015-2016 Business Plan projects that Foothill Transit will operate 806,300 vehicle service hours in FY 2015-2016. This represents an increase of six percent over FY 2014-2015 year-end estimated service levels.

The total agency-wide budget of \$136.9 million is a 7.7 percent increase over the FY 2014-2015 budget and 11 percent higher than the FY 2014-2015 estimate to complete. Overall budget increases are a combination of increased service combined with more aggressive delivery of capital projects.

The FY 2015-2016 operating cost, budgeted at \$78.3 million, represents a two percent increase over FY 2014-2015 budget, and is 7.7 percent higher than the FY 2014-2015 estimate to complete. The primary drivers in the increase are service enhancements, such as frequency improvements on a number of lines including Line 280 which travels between Azusa and the Puente Hills Mall and Silver Streak which travels between Montclair and downtown Los Angeles. Both are high productivity lines and are currently slated for frequency increases from every 20 minutes to every 15 minutes for the entire day. This is primarily to address overcrowding and to provide more convenient service for existing customers. Overall, front line operations account for 84 percent of Foothill Transit's total operating budget. It should be noted that Metro is currently considering a proposal from Foothill Transit that Foothill Transit operate Lines 190 and 194. Based on Metro's decision, staff will conduct public outreach required to operate those lines and return to the Board with recommendations related to those two lines as well as to Foothill Transit lines that connect or are adjacent to them on which a reevaluation of service levels, routing and frequencies would be appropriate.

Foothill Transit's FY 2015-2016 fare revenue projection is \$18.9 million which is one percent above last years' budget. Fare revenues are expected to remain relatively constant as an increasing number of riders take advantage of discounted fares, such as the Class Pass. The fare restructuring planned for this fiscal year will address methods to increase fare revenues.

The FY 2015-2016 capital budget of \$57 million is 16 percent higher than the FY 2014-2015 planned estimate to complete of \$48.8 million. Foothill Transit will remain keenly focused on safety, customer service, efficiency and innovation and a number of capital and operating programs designed to achieve these goals will be underway this year. Among these are the development of additional Park & Ride facilities within the San Gabriel and Pomona Valleys, new CNG and electric bus procurements, a Fare Restructuring Analysis and the replacement of the agency's computer aided dispatch and automatic vehicle location (CAD/AVL) system, all with the goal of improving our customers' day-to-day experience with our service.

Adhering to our mission statement will continue to guide planning and day-to-day operations as we advance Foothill Transit's mission into and through the coming year.



Mission Statement

The mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation.

Foothill Transit's Values

SAFETY

We educate, encourage, and endorse a strong culture of safety at all levels of the organization, valuing the responsibility entrusted in us by the communities that we serve.

RESULTS

We value the achievement of organizational goals and initiatives as defined in our business plan and involving all levels of the organization.

INTEGRITY

We are committed to high ethical standards based on accountability, honesty, respect and transparency, and a high level of fiscal responsibility.

DIVERSITY

We create an environment rich with talented people and differing viewpoints, valuing the unique perspectives that everyone brings.

TEAM MEMBERS

Our team members are the key to Foothill Transit's success and we are committed to supporting them through education, development and recognition.

COMMUNICATION

We value and are committed to open, honest and respectful discussion that is responsive, informative and constructive.

SUSTAINABILITY

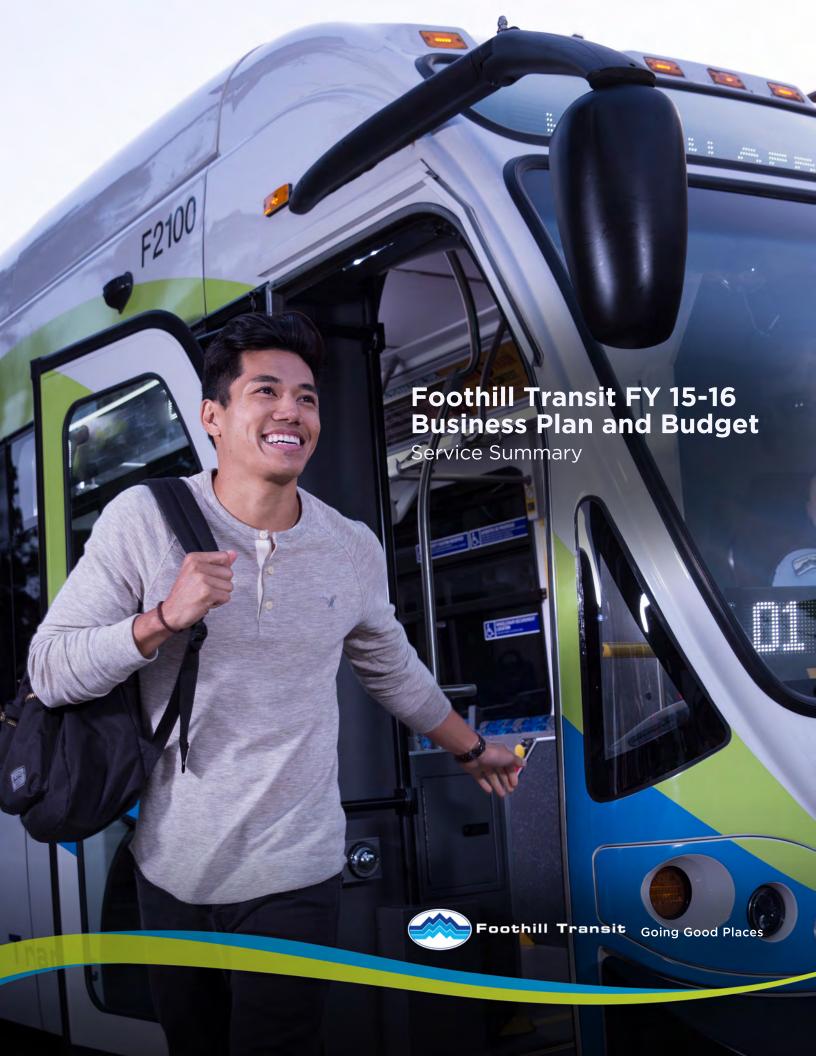
We embrace sustainability because it benefits all aspects of our business, while also helping our communities by protecting the environment through measured and responsible stewardship of resources.

Overall System Performance

This chart shows a comparison of Foothill Transit's overall system performance for FY 2013-2014, the projected performance for FY 2014-2015, and the targeted performance goals for FY 2015-2016.

Overall System Performance	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
Passenger Boardings	14,522,170	14,700,000	14,780,000	14,930,000
Vehicle Service Hours	705,000	754,227	759,800	806,300
Fare Revenue	\$ 18,845,702	\$ 18,870,000	\$ 18,700,000	\$ 18,880,000
Operating Expense	\$ 65,024,557	\$ 76,536,790	\$ 72,669,500	\$ 78,278,570

Goal	Indicator	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
Operate a Safe Transit System	Preventable Accidents per 100,000 miles	.50	.60	.70	.70
Provide Outstanding Customer Service	Schedule Adherence	78.6%	85%	82%	85%
	Miles Between Service Interruptions	17,868	15,000	26,800	20,000
	Complaints per 100,000 Boardings	15.00	15.00	17.90	15.00
	Average Hold Time (Average Time to Answer)	32 seconds	45 seconds	25 seconds	40 seconds
Operate an Effective Transit System	Boardings per Service Hour	20.6	19.5	19.5	18.4
	Average Weekday Boardings	48,552	48,900	49,000	49,490
Operate an Efficient Transit System	Farebox Recovery Ratio	29.0%	24.7%	25.7%	24.1%
	Average Cost per Vehicle Service Hour	\$ 92.23	\$ 101.48	\$ 95.64	\$ 97.08



Agency History

Foothill Transit was created in 1988 as a unique joint powers authority following the Southern California Rapid Transit District (RTD) announcement of service cuts and fare increases that would negatively impact the San Gabriel Valley. The Los Angeles County Transportation Commission (LACTC) approved Foothill Transit's application to assume operation of 14 lines which were operated by the RTD and was tasked by community leaders to provide superior public transportation while reducing costs and improving local control. Its leadership is comprised of elected representatives of 22 member cities in the San Gabriel and Pomona Valleys and three appointees from the Board of Supervisors of the County of Los Angeles.

Foothill Transit's service began in December 1988 with operation of two fixed-route bus lines absorbed from RTD - Lines 495 and 498. The remaining 12 lines approved by the LACTC were shifted to Foothill Transit operation over a period of five years. The new agency also assumed administration of the Bus Service Continuation Project and began providing service on an additional six lines that were abandoned by the RTD. Analysis of regional transit needs modified existing lines, increased weekday service, introduced new weekend service, and created brand new service to connect communities.

Foothill Transit now operates 36 fixed-route local and express lines, covers over 300 square miles in eastern Los Angeles County, and serves approximately 14 million customers each year. This number is up from 9.5 million at the time of Foothill Transit's original application.

At its inception, Foothill Transit relied on contractor-provided operations facilities to maintain its growing fleet. Foothill Transit opened its first agency-owned operations facility in Pomona in 1997 and construction was completed on another agency-owned operations facility in Arcadia in 2002. In 2007, the administrative offices moved from leased property to its current address at 100 South Vincent Avenue in West Covina. This purchase of the administrative building enabled the investment of capital dollars to offset ongoing operating costs associated with the lease of the previous office space.

Foothill Transit began converting its diesel-fueled fleet to compressed natural gas in 2002. Fleet conversion is now 100 percent complete with the final diesel-fueled bus retired in late 2013.

Agency growth continued and in 2007, Foothill Transit launched the region's first cross-valley, high occupancy bus service – Silver Streak. Covering approximately 40 miles – from Montclair to Grand and Olympic in downtown Los Angeles – Silver Streak route spends about five percent of its total trip time on surface streets, utilizing freeways and HOT lanes for quick commuting between designated station stops, mimicking the efficiency and speed of light rail. The Silver Streak was also the first public transit service in Southern California to offer customers free mobile Wi-Fi service on all 30 of its 60-foot articulated buses. Wi-Fi service was discontinued in early 2009 due to smart phone advancements and looming operating budget cuts from the state.

Continuing its commitment to adopting low emissions technology, the agency took a bold step in 2010 with the implementation of the first-of-its-kind all-electric, zero-emissions Ecoliner. Funded through the American Recovery and Reinvestment Act of 2009 (ARRA), these vehicles are the first all-electric, heavy duty public transit buses ever to utilize in-route fast charging capability, enabling them to remain in service throughout the day without having to leave the route to be charged before returning to service. Foothill Transit received a \$10.2 million TIGGER II grant in early 2011 to expand the Ecoliner program. This funding enabled the purchase of 12 more electric vehicles for use on Line 291 and on other lines that



serve the Pomona Transit Center. In July 2014, Line 291 became the first all-electric, zero-emissions bus line in operation in Los Angeles County.

In recognition of the maturity of the organization and to ensure continuing the pursuit of what best serves the organization and its stakeholders, on June 15, 2013, Foothill Transit began the transition to in-house management by hiring its first full-time employee – Executive Director Doran J. Barnes. Doran had previously served as Executive Director since 2003 under a management contract with Veolia Transportation. At the direction of the Board, senior leadership and technical staff for each functional area of the organization was hired and the management services contract with Transdev was amended, resulting in management of Foothill Transit being brought in-house on July 1, 2013. On-street operations and maintenance, as well as Transit Store operations and bus stop maintenance, continue to be provided under contracts with private firms.

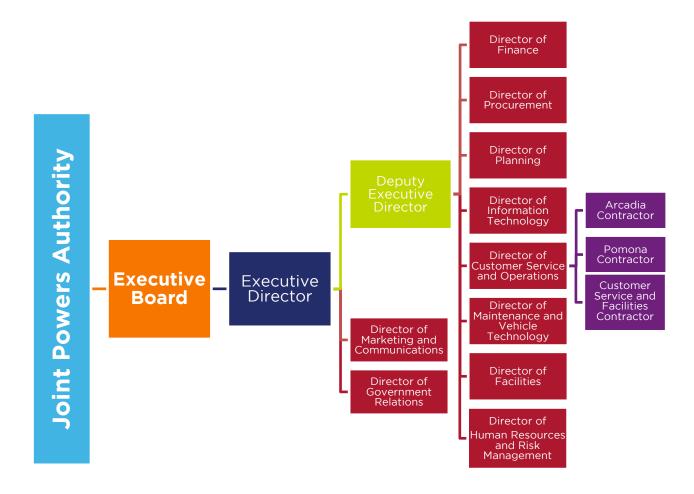
In the quest to provide more convenient and predictable commuting options for residents of the San Gabriel and Pomona Valleys, Foothill Transit began providing service to the organization's first agency-owned parking structure – the Industry Park & Ride in the City of Industry on October 7, 2013. The structure houses 622 parking spaces and its construction allowed for the introduction of Line 495 – Foothill Transit's first and only commuter line to offer non-stop service into downtown Los Angeles.

Structure

General membership in the Foothill Transit Joint Powers Authority includes one city council member and one alternate from each of the 22 cities in the Foothill Transit service area and three appointed representatives for the County of Los Angeles.

A five-member Executive Board governs Foothill Transit: four elected officials representing four clusters of cities, and the fifth member is elected by the Los Angeles County representatives (Cluster Five).

The Board directs policy that is implemented by a directly employed administrative staff. Onstreet operations and front-line customer service are provided through contracts with First Transit and Transdev.





Foothill Transit Fleet



1200s

4 currently in the fleet Seats 41 CNG fueled



16 currently in the fleet Seats 40 CNG fueled



75 currently in the fleet Seats 40 CNG fueled

1500s

10 currently in the fleet Seats 40 CNG fueled

1600s

30 currently in the fleet Seats 58 CNG fueled

1700s

30 currently in the fleet Seats 36 CNG fueled

1800s

12 currently in the fleet Seats 36 CNG fueled

1900s

14 currently in the fleet Seats 34 CNG fueled

2000s

15 currently in the fleet Seats 35 100% electric bus

2100, 2200 and 2300s 124 currently in the fleet

2100s seats 37; 2200 and 2300s seats 38 CNG fueled

Foothill Transit Facilities



West Covina Administrative Offices

100 S. Vincent Ave. Suite 200 West Covina, CA

Arcadia
Operations and
Maintenance Facility
5640 Peck Rd.

Arcadia, CA

Pomona, CA

Pomona Operations and Maintenance Facility 200 S. East End Ave.

Service Changes Proposed For the Next Three Years

This section includes information on service changes planned for FY 2015-2016 as well as for the two successive fiscal years.

Silver Streak

In FY 2015-2016, service on the Silver Streak will improve from 20-minute frequency to 15-minute frequency for the entire day. During peak hours, the Silver Streak will continue to operate at 8-minute frequencies in the peak direction, westbound during the morning and eastbound during the afternoon. In addition, the western end of the line will be extended slightly to better serve the Staples Center and LA Live.

Line 280

Line 280 which travels between Azusa and the Puente Hills Mall will see a frequency increase during morning and afternoon peak hours to address overcrowding on the line, and an increase in the span of service to accommodate customers traveling later in the evening.

Line 195

Two additional trips will be added in the evening to Line 195 to allow later travel to and from the Pomona Transit Center and Ridgeway and Valley. This line also serves Cal Poly Pomona, DeVry University, and allows transfer to Mt. Sac via Line 486 or 289.

In addition to the proposed FY2015-2016 improvements listed above, in the coming year we will seek customer feedback on the recommendations from our Comprehensive Operational Analysis (COA) consultants designed to enhance on-street service.

Comprehensive Operational Analysis Recommendations

Nelson\Nygaard, the consultants working on the Comprehensive Operational Analysis (COA), have prepared initial service improvement recommendations based on customer and non-rider surveys and on ridership, population density, and destinations in our service area such as schools and employment centers. During FY2015-2016, staff will seek public input on these recommendations. Customer feedback will be analyzed and considered in making a final recommendation to the Board regarding service changes. Among the key areas that the Nelson\Nygaard team focused on are ensuring integration of Foothill Transit service with the upcoming Gold Line Foothill Extension; improving Commuter Express lines by rerouting or reevaluating underutilized route segments and smoothing out frequencies; and implementing a uniform span of service and frequencies to lines serving areas around West Covina, El Monte, Pomona, and Puente Hills Mall to allow better travel throughout the region.

The initial Gold Line integration plans involve extending existing routes to the future Gold Line stations. The initial recommendations include extending Line 272 that currently travels from the Plaza at West Covina to the City of Hope to the Duarte Gold Line Station; extending Line 280 into the Azusa Gold Line Station currently under construction; and extending Lines 284 and 488 to the Citrus Gold Line Station.

Along with the extension of the routes mentioned above, other Gold Line integration recommendations include increasing the frequencies and span of service of the lines to match the demand and operating hours of the Gold Line.

These regional service area enhancements focused on streamlining routes, creating more direct trips and improving connectivity and transfers. The regional service areas also looked at reducing duplication of services and fulfilling unmet needs determined by customer surveys.



Another initial recommendation of the COA is to strengthen the core lines, identified as Lines 187, 280, 291, 486, and the Silver Streak, by increasing the span of service and maintaining a minimum frequency of every 30 minutes during weekdays and weekends.

Following the Public Outreach process, the final recommendations will be presented for Governing Board approval. Service improvement recommendations approved by the Governing Board will begin being implemented during FY2016-2017.

Major Capital Projects Proposed For the Next Three Years

This section includes information on capital grants for FY2015-2016 as well as for two successive fiscal years.

CAD/AVL System Replacement

The procurement process to replace Foothill Transit's current Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) System that was procured in FY 2005-2006 is underway. In FY2015-2016, the process of replacing the outdated system will be launched. This will involve outfitting the entire revenue fleet with updated data tracking and customer information equipment as well as replacement of the equipment located at both operations and maintenance facilities and the administrative offices.

Bus Replacement

In the upcoming three fiscal years 2017 through 2019, Foothill Transit will continue to replace the oldest coaches in its fleet. The 1400 and 1500 series of buses, which were purchased in 2004 and 2006 respectively, will have accumulated 500,000 miles in service by the time they are replaced by new compressed natural gas (CNG) and electric buses.

Bus Fleet Heavy Maintenance

As the fleet accumulates in-service miles of at least 250,000 – 300,000 miles, the buses will undergo heavy maintenance which will include a re-powering to provide more efficient and cost effective service. The heavy maintenance program will mitigate mechanical bus failures, improving on-time performance and reducing customer complaints. In fiscal year 2015-2016 through fiscal year 2017-2018, approximately 90 buses over three years will undergo heavy maintenance.

Facility Rehabilitation, Repair and Maintenance

Hydraulic In-Ground Lifts Rehabilitation:

The in-ground lifts at the Pomona and Arcadia Operations and Maintenance facilities have not been in service for several years due to concerns regarding the weight of the new fleet of buses and the current capacity of the lifts. In FY2015-2016, the twelve hydraulic lifts will be rehabilitated to restore them to service at both facilities.

Arcadia Improvements:

Several improvements will be made to the interior and exterior of the Arcadia Operations and Maintenance facility. These include an upgrade of the dispatch area to reduce noise and enhance space utilization; refurbishment of the roll-out shelter for inspection of vehicles prior to their entry into revenue service; replacement of the cabinets in the mechanics break room and training room; replacement of old, worn-out office furniture.

Arcadia Asphalt Roof Replacement:

After 13 years, the existing asphalt roof system original to the Arcadia Facility is due to be replaced.

Pomona Floor Coating & Exterior Floor Scrubber:

New protective floor coating will be applied to the maintenance building areas and floor scrubbers will be procured for exterior concrete cleaning at both the Pomona Operations and Maintenance Facility.

Park & Rides

Azusa Intermodal Parking Facility - Complete construction of the 547 space parking facility in slated for late December 2015 in the City of Azusa. The parking facility will be shared between Foothill Transit, City of Azusa and Metro Gold Line.

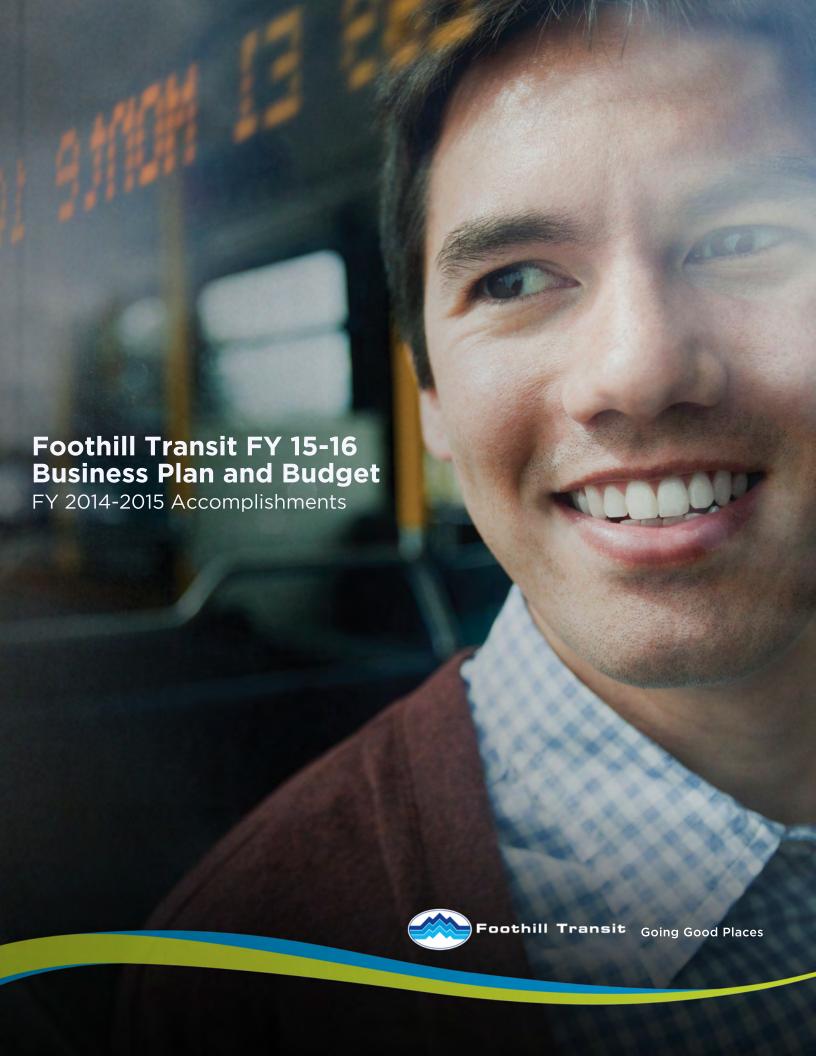


Covina Park & Ride - A surface parking lot located in the City of Covina to serve as a Park & Ride for Foothill Transit customers is being developed. The lot size of 5.18 acres is estimated to facilitate parking for approximately 450 vehicles.

West Covina Transit Center and Park & Ride Facility – Foothill Transit is continuing to work with the City of West Covina on the development of a Transit Center and Park and Ride facility in the city. At one time, Foothill Transit had access to over 1,100 park and ride parking spaces at the Eastland Shopping Center. As the Eastland Shopping Center has evolved, these spaces are no longer available. A long-term goal of Foothill Transit has been to find a location to replace some of these parking spaces at a new location. A related although not necessarily connected project is to create a transit center in West Covina. We have multiple lines that serve West Covina Parkway on the south side of Plaza West Covina. The transit amenities in this key area of our service are completely inadequate. We are working with the City of West Covina on possible improvements. Both of these projects are being discussed as the City of West Covina updates its general plan.

West Covina Transit Store - To provide easier access for customers, the current West Covina Transit Store on the second floor of the administrative building is proposed to be relocated to a more convenient location as part of the West Covina Park & Ride and Transit Center. As such, the current location of the West Covina Transit Store on the second floor of the administrative office will be remodeled and repurposed.

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Overall System Statistics

Overall System Performance	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate
Passenger Boardings	14,522,170	14,700,000	14,800,000
Vehicle Service Hours	705,000	754,227	759,800
Fare Revenue	\$ 18,845,702	\$ 18,870,000	\$ 18,700,000
Operating Expense	\$ 65,024,557	\$ 76,536,790	\$ 72,669,500

Analysis

Passenger Boardings and Fare Revenues

FY 2014-2015 ridership is projected to surpass FY 2013-2014 levels by 1.9 percent, while fare revenue is projected to decrease slightly from FY 2013-2014 levels. The increase in ridership can largely be attributed to the Class Pass Programs at the University of La Verne and Mt. San Antonio College. All Southern California operators are reporting minimal or no ridership increases. The slight decrease in fare revenues reflects decreased use of EZ Transit Pass.

Vehicle Service Hours and Operating Expenses

In FY 2014-2015, service levels increased 6.9 percent over FY 2013-2014. Operating expenses in FY 2014-2015 are projected to be within budget at \$72.6 million compared to the budget of \$76.5 million. The primary contributor to the positive budget variance is the contracted operations cost savings.

Goals and Performance Standards

Performance indicators are established annually based upon projections of total vehicle service hours, ridership, revenues, and expenses. The estimated boardings per vehicle service hour, farebox recovery ratio and cost per vehicle service hour are derived directly from overall system statistics. The other indicators are estimated based on historical data and current events. Each indicator is discussed on the following pages.



Overall System Statistics

Goal	Indicator	FY 13-14 Actual	FY 14-15	FY 14-15	
			Target	Estimate	
Operate a Safe Transit System	Preventable Accidents per 100,000 miles	.50	.60	.70	
Provide Outstanding Customer Service	Schedule Adherence	78.6%	85%	82%	
	Miles between Service Interruptions	17,868	15,000	26,800	
	Complaints per 100,000 Boardings	15.00	15.00	17.90	
	Average Hold Time	32 seconds	45 seconds	25 seconds	
Operate an Effective Transit System	Boardings per Service Hour	20.6	19.5	19.5	
	Average Weekday Boardings	48,552	48,900	49,000	
Operate an Efficient Transit System	Farebox Recovery Ratio	29.0%	24.7%	25.7%	
	Average Cost per Vehicle Service Hour	\$ 92.23	\$ 101.48	\$ 95.64	

Analysis

Preventable Accidents per 100,000 Miles

Foothill Transit is projected to end the year at 0.70 preventable accidents per 100,000 miles, above the target of 0.60 preventable accidents per 100,000 miles. The target of 0.60 is well below industry standards for preventable accidents. An increase in preventable accidents was noted in the months leading up to and immediately following the transition date in early October 2014. In recent months, preventable accident performance has shown measurable improvement as the new contractor has heightened their emphasis on both safety performance and reporting accuracy.

Schedule Adherence

Schedule adjustments implemented in the past two years have resulted in significantly improved on-time performance, resulting in a higher projected schedule adherence in FY 2014-2015 than in FY 2013-2014. The current year projected on-time performance of 82 percent compares favorably with the FY 2013-2014 average of 78 percent.

Average Miles between Service Interruptions

In FY 2014-2015, Foothill Transit averaged 26,800 miles between service interruptions, exceeding the performance target of 15,000 miles. This target was set to ensure that customers were served by a properly maintained transit vehicle fleet.

The miles between service interruptions performance in FY 2014-2015 represents a 50 percent improvement over FY 2013-2014.

Complaints per 100,000 Boardings

Through a continued focus on customer service, complaints for the current fiscal year have steadily declined after peaking at the end of last fiscal year. In FY 2014-2015, Foothill Transit received more comments and complaints than in previous years as a result of our efforts to engage customers through more channels, including social media. We are projected to receive 17.90 complaints per 100,000 boardings at the end of this fiscal year, which is higher than the target of 15 complaints per 100,000 boardings.

Average Hold Time

Average hold time for FY 2014-2015 is projected to exceed the goal of 45 seconds at 25 seconds.

Boardings per Service Hour

Boardings per service hour for FY 2014-2015 are estimated to meet the performance target of 17.9 boardings per vehicle service hour.

Average Weekday Boardings

In FY 2014-2015, Foothill Transit carried an estimated average of 49,000 boardings each weekday. This is just under a one percent increase from FY 2013-2014 and meets the target of 48,900 average weekday boardings.

Farebox Recovery Ratio

Farebox recovery ratio is one of the two indicators used to measure efficiency by evaluating total fare revenue as a percentage of total operating expenses. For FY 2014-2015, it is estimated that 25.7 percent of service costs will be paid for directly by fare revenue. The estimated farebox recovery ratio exceeds the fiscal year target of 24.7 percent.

Average Cost per Vehicle Service Hour

The current fiscal year projected average cost per vehicle service hour of \$95.64 is 5.7 percent less than the targeted cost of \$101.48 per vehicle service hour. Total operating expenditures for FY 2014-2015 are lower than budgeted primarily as a result of lower than budgeted operating contract costs.



Progress in Advancing FY 2014-2015 Initiatives

Bus Replacement Project

Foothill Transit has received all 30 buses procured under the second option of our current contract with NABI. These buses are similar to previous buses delivered last September 2014, with the exception that the wave livery design is being applied with paint, whereas, earlier coaches had the livery design applied using decals. A clear coat was added to protect the paint and provide luster. A street-side exterior camera was also added to provide views of traffic flow from the street-side of bus.

Comprehensive Operational Analysis (COA) Development

Foothill Transit's Comprehensive Operational Analysis (COA) development is nearing completion. The consultants are in the process of finalizing their initial recommendation based on cost restraints and results of the on-board, phone, and online customer surveys. Some elements included in the COA are an analysis of Foothill Transit's current fare structure and policy and a bus/rail interface plan once the Gold Line extension begins operation in 2016. The initial recommendations of the COA will be presented during the April 2015 Executive Board Meeting and May 2015 Annual Governing Board Meeting before going out for public comment during the summer. Following the public outreach, staff will present the final recommendations based on the public comments to the Executive and Governing Boards.

College Pass Program

The Class Pass Pilot programs continued at Mt. SAC and the University of La Verne. In October 2014, ridership from these schools surpassed one million boardings since the beginning of the program. A universal Class Pass boarding rate was set at \$0.60 per boarding and was applied to all colleges participating, including Pasadena City College and Rio Hondo Community College. Staff continues to look to other schools in the area to expand the Class Pass program.

ISO 14001 Certification at Pomona

During this year, the ESMS team completed the Virginia Tech ESMS Training and began updating and creating documents for the Pomona facility. After the certification audit of Pomona in April, both Foothill Transit Operations and Maintenance Facilities will be ISO 14001 certified. This certification is an international standard for which businesses strive to show that they meet sustainable standards in their day-to-day operations.

Arcadia Operations Contract Procurement

On July 25, 2014, the Executive Board authorized award of a four-year contract with three two-year options to Transdev for operation of transit service at the Foothill Transit Arcadia location. The following week, activities were underway to transition that service from First Transit who had provided that service since July of 2012. This involved a thorough inspection and audit of all Foothill Transit owned fleet, facility, furnishings and equipment and First Transit was given until late September to complete any necessary repairs.

The contract transition took place on October 5, 2014, and service has shown marked improvement after some decline, as is customary during a contract transition period.

Staff has been monitoring service delivery to ensure high quality customer service, and the new contractor has effectively managed the transition and is moving forward with delivering service pursuant to the terms of our agreement.

SMARTBus System (SBS) Replacement

Procurement activities are underway and staff is currently evaluating proposals received in response to the request for proposals (RFP) that was issued in January 2015. Implementation of this project will also necessitate the transition from an outdated analog radio system to a new digital radio system. A recommendation to the Executive Board for contract award is scheduled for the June 2015 meeting. Full implementation of the project is expected in 2017.

Foothill Transit Video "Origins and Destinations"

In order to strengthen Foothill Transit's culture and identity throughout the organization, the Origins and Destinations video will focus on where we as an organization have come from and where we are going. The goal is that everyone in the organization – employees, contractors, board members – will be aware of Foothill Transit's foundations and vision. This video will be a tool to ensure that staff at all levels of the organization are aware of and aligned with Foothill Transit's mission and our unique traditions, values, and history. An RFP was released in early December 2014 and that procurement was recently canceled in the best interest of Foothill Transit. The new RFP was recently released and proposals in response to this new solicitation will be evaluated in the coming weeks in preparation for a recommended contract award in May 2015.

San Gabriel Valley Park & Ride Facilities

Azusa Park & Ride

Phase II design for the Azusa Intermodal Parking Facility is complete and plans were approved in August 2014. The four-level, 547 space parking facility will include spaces for Foothill Transit, City of Azusa and Metro Gold Line. Demolition and relocation of existing utilities commenced in January 2015. Substantial completion is anticipated by mid-December 2015.

Other Park & Ride Locations

The location previously identified for construction of a Transit Center, Transit Store and new Park & Ride structure at the West Covina Plaza mall is no longer viable. A new location just west of the mall has been identified, but the site is currently on hold pending discussions with the current property owner. In the meantime, another possible location in the Covina area has been identified for a future surface Park & Ride lot. Discussions are ongoing with the property owner and City for additional information. In March, a Request for Proposal (RFP) for environmental services were solicited for potential Park & Rides in the West Covina and Covina area.

Legislative Advocacy

Foothill Transit continues to maintain the strong relationships we have developed with our federal and state legislative delegation members and their staff and began



developing relationships with our newest delegation members resulting from the 2010 census redistricting. This was done through capitol and district office meetings and regular attendance at events where they were featured speakers. This strategy will continue as we develop relationships with our newest delegation members resulting from the November 2014 election.

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Overall System Statistics

During FY 2015-2016, Foothill Transit will continue to focus on the delivery of high quality transit service. The following table shows Foothill Transit's anticipated service delivery during the upcoming year. Performance targets for FY 2015-2016 have been adjusted to take into account any operational changes and performance trends during the prior year.

Overall System Performance	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
Passenger Boardings	14,700,000	14,800,000	14,800,000
Vehicle Service Hours	754,227	759,800	806,300
Fare Revenue	\$ 18,870,000	\$ 18,700,000	\$ 18,880,000
Operating Expense	\$ 76,536,790	\$ 72,669,529	\$ 78,278,570

Passenger Boardings and Fare Revenue

Boardings and fare revenues in FY 2015-2016 are projected to increase approximately one percent over projected FY 2014-2015 levels. While ridership is growing through increased use of the Class Pass Program, other passenger boardings have declined. These declines are consistent throughout the region. Planned service enhancements will improve this trend.

Vehicle Service Hours and Operating Expenses

Service hours are projected to increase by 6.1 percent in FY 2015-2016 with the continued implementation of service enhancements aimed at improving customer experience. Operating expenses are proposed to increase 7.7 percent to accommodate implementation of a number of service enhancements designed to improve customer convenience.

Goals and Performance Standards

The agency uses several performance indicators to evaluate Foothill Transit's achievement of its established goals.

These goals are established annually based on projections of total vehicle service hours, ridership, revenues and expenses. Each goal and its corresponding performance target are provided in the table on the following pages.



FY 2015-2016 Goals and Targets

Goal	Indicator	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
Operate a Safe Transit System	Preventable Accidents per 100,000 miles	.60	.70	.70
	Schedule Adherence	85%	82%	85%
Provide Outstanding Customer Service	Miles between Service Interruptions	15,000	26,800	20,000
	Complaints per 100,000 Boardings	15.00	17.90	15.00
	Average Time to Answer (Average Hold Time)	45 seconds	25 seconds	40 seconds
Operate an Effective Transit	Boardings per Service Hour	19.5	19.5	18.5
System	Average Weekday Boardings	48,900	49,000	49,490
Operate an Efficient Transit	Farebox Recovery Ratio	24.7%	25.7%	24.1%
System	Average Cost per Vehicle Service Hour	\$ 101.48	\$ 95.64	\$ 97.08

Preventable Accidents per 100,000 Miles

Foothill Transit's first priority is safety and the target for preventable accidents per 100,000 miles for FY 2015-2016 has been set at 0.70. This rigorous target is set to ensure continued heightened focus on safety while acknowledging the increased traffic in the Los Angeles basin. It is important to note that preventable accidents include vehicle collisions and collisions with fixed objects as well as other types of preventable incidents, such as a customer fall onboard a vehicle or a bus hitting an overhanging tree, for example.

Schedule Adherence

The target for schedule adherence is proposed to be maintained at 85 percent for FY 2015-2016. Schedule adjustments for the commuter express routes, running time adjustments to local lines, and analysis of the agency's SMARTBus data have been implemented to improve the accuracy of on-time performance reporting and improve schedule adherence. Continued major construction along a number of travel corridors in the service area has made it extremely challenging to keep pace with the frequent schedule adjustments needed to match the areas being impacted by the construction.

Average Miles between Service Interruptions

The target for average miles between mechanical service interruptions is proposed to increase to 20,000 miles. Foothill Transit received 106 new coaches in FY 2014-2015, resulting in a lowering of the average age of the fleet. This is expected to reduce the number of mechanical service interruptions.

Complaints per 100,000 Boardings

The target for FY 2015-2016 remains at 15 complaints per 100,000 boardings. The customer comment intake and handling process continues to improve and this has increased the number of channels through which customers may provide feedback to Foothill Transit.

Average Time to Answer (Average Hold Time)

This target represents the average time that customers calling a Transit Store for assistance must wait before their call is answered by a customer service representative. The target for FY 2015-2016 has been adjusted from 45 seconds to 40 seconds in light of the new phone system technologies and the improved responsiveness of the customer service representatives in handling the calls.

Boardings per Service Hour

The FY 2015-2016 boardings per service hour target will decrease slightly to 18.4 as the agency anticipates ridership to increase slightly while additional service will be added next year to address increased traffic and decrease customer wait times between trips.

Average Weekday Boardings

Weekday boardings are projected to increase one percent over the FY 2014-2015 target.

Farebox Recovery Ratio

The FY 2015-2016 farebox recovery ratio of 24.1 percent is a direct ratio between budgeted fare revenues and operating expenses projected for the year. It takes into account the projected increase in operating expenses for continued service enhancements.

Average Cost per Vehicle Service Hour

The FY 2015-2016 average cost per vehicle service hour target of \$97.08 is a direct ratio between overall operating expenses and planned service hours during the year. This figure is a 1.5 percent increase compared to projections for FY 2014-2015.



Major Initiatives for FY 2015-2016

Bus Replacement Project

Updated specifications are being developed to begin the procurement process for the acquisition of new compressed natural gas (CNG) coaches. These new buses will be equipped with standardized passenger amenities that include high-back, reclining seats, individual overhead reading lights, and luggage racks, continuing the replacement of Foothill Transit's oldest CNG coaches. The new coaches will replace CNG buses that have met the Federal Transit Administration (FTA) minimum lifetime threshold of at least 500,000 miles or 12 years of service. In addition, we will be examining opportunities for the deployment of additional electric buses including pursuing grant funding to procure new buses.

SMARTBus System (SBS) Replacement

Procurement activities are currently underway to replace Foothill Transit's aging computer aided dispatch and automated vehicle location (CAD/AVL) system. The new system will include enhancements to better monitor on-street service in real time, while providing more accurate data for use by our customers for their daily travel and by agency staff for system planning and reporting purposes.

College Pass Program

Based on the successful pilot programs and the adoption of the Class Pass programs at Mt. SAC and University of La Verne, Foothill Transit will pursue Class Pass programs with other major colleges and universities throughout the San Gabriel and Pomona Valleys. Cal Poly Pomona and Citrus College both present excellent opportunities for expansion of the program.

Fare Restructuring Analysis

As part of the Comprehensive Operational Analysis, Foothill Transit's consultants are performing an analysis of our current fare structure and policy. Preliminary data suggests that the services of a consultant who specializes in fare restructuring will be needed in the coming year. The goals of the fare restructuring would be to simplify our current fare structure, ensure we are offering our customers the proper product mix at the proper price point, and provide seamless access across the valley for customers who ride other systems in addition to ours. The evaluation will also include recommendations to ensure Foothill Transit remains compliant with Transportation Development Act (TDA) requirements related to our minimum farebox recovery ratio and the addition of other criteria when considering future fare adjustments.

San Gabriel and Pomona Valley Park & Rides

Development of Park & Ride facilities will continue to be a priority this year. The Azusa Intermodal Parking Facility – a four-level, 547-space parking facility – is currently under construction with completion targeted for December 2015. Staff continues to pursue other opportunities for Park & Rides in the San Gabriel and Pomona Valleys.

Service Enhancement

Pending Board approval of the recommendations from staff and our Comprehensive Operational Analysis consultant, staff will seek input from the public before presenting a final set of service improvement recommendations for Board approval. The goals of the project are to optimize current transit services, maximize underutilized resources, and expand the system in an efficient manner, where possible and necessary, so that Foothill Transit can provide the most effective bus network for residents of the Pomona and San Gabriel Valleys.

Mt. SAC Transit Center

Following the success of the Class Pass at Mt. SAC, the development of a transit center on campus will be pursued. Mt. SAC is one of the largest trip generators in the entire Foothill Transit system and has very marginal bus stops. The development of an off-street transit center will be pursued. This center is anticipated to have six to ten transit bays with covered waiting areas for riders. Further, the inclusion of a Transit Store will be evaluated.



Funding Sources

Foothill Transit is funded with State and Local sales tax funds, federal transportation funds and fare box revenues.

With the exception of the fare box revenues, the majority of funds are transportation subsidies allocated by the Regional Transportation Planning entity (LA Metro) to Los Angeles County fixed-route transit operators through the Formula Allocation Procedure (FAP) and the Capital Allocation Procedure (CAP). The FAP uses vehicle service miles and passenger revenues to apportion the available revenues into percentage shares. The CAP uses total vehicle miles and active fleet size (National Transportation Database data) to apportion the shares. The different sources of funds are as follows:

Transportation Development Act (TDA) Article 4

TDA is a statewide one-quarter cent sales tax that is deposited into the State Local Transportation Fund. TDA funds are eligible for capital and operating uses.

State Transit Assistance Funds (STA)

STA is a statewide excise tax on fuel. STA funds are eligible for use on transit capital and operating expenses.

Proposition A 40% Sales Tax Funds

Proposition A is a 1980 voter approved one-half cent Los Angeles county local sales tax ordinance. These funds may be used for bus operations or capital. This source also funds the Prop A Bus Service Continuation Program (BSCP).

Measure R 20% Bus Operations

Measure R is a 2008 voter approved Los Angeles County sales tax ordinance. These funds are eligible for bus operating and capital expenses.

Proposition C 40% Discretionary Sales Tax Funds

Proposition C is a 1990 voter approved one-half cent Los Angeles County sales tax ordinance. The funds are allocated to the regional Transit Operators through the following LA Metro Board adopted programs: 1) Municipal Operator Service Improvement Program (MOSIP); 2) Bus System Improvement Plan Overcrowding Relief on Lines 480/481 and 707; 3) Transit Service Expansion on Line 690; 4) Base Restructuring on Lines 497/498 and local Saturday service on various lines; and, 5) Prop 1B Bridge funding eligible for public transportation modernization improvements, service enhancements, and security expenditures. The Prop C 40% funds are eligible for operations and transit capital.

Proposition C 5% Transit Security

These funds are specifically intended to improve transit security. They are distributed to county transit operators based on total unlinked passenger trips.



Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA)

PTMISEA (also known as Prop. 1B) is a ten-year statewide general obligation bond eligible for use on transit capital.

Federal Urban Area Formula Program (Section 5307)

These funds are allocated by the Federal Transit Administration to Los Angeles County transit operators based on a capital allocation formula consisting of total vehicle miles, number of vehicles, unlinked boardings, passenger revenue and base fare. They are used for capital procurements or preventive maintenance expenditures. These funds require a 20 percent local match.

Federal Bus and Bus Capital Program (Section 5339, formerly Section 5309)

These funds are allocated through the capital allocation procedure (CAP) adopted by the regional Bus Operations Subcommittee. They are used for capital improvements and require 20 percent local match.

Federal State of Good Repair Program Section 5337

State of Good Repair funds must be used either to maintain system infrastructure for buses or rail operating on exclusive transportation right-of-way or to maintain buses operating on lanes not fully reserved for public transportation. These funds are allocated through the CAP. They are capital funds used to maintain, replace and rehabilitate vehicles and transportation equipment. They require 20 percent local match.

Federal Congestion Mitigation and Air Quality (CMAQ)

These funds are programmed for cost-effective emission reduction activities and congestion mitigation projects that provide air quality benefits.

Auxiliary Revenue

Foothill Transit operates a park and ride shuttle service for the Rose Bowl and a Diala-Ride shuttle service for the City of Monrovia. These special services revenues are used for operating the special services.

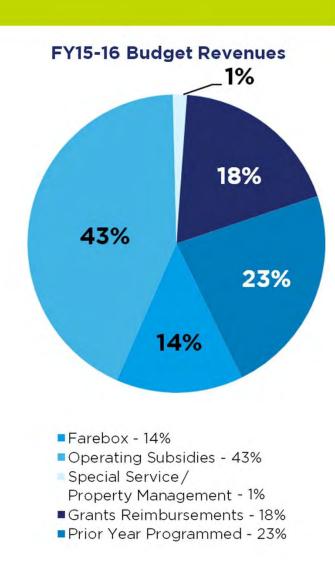
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Funding Assumptions

- > Operating revenues increase to match operating expenditures
- > Maintain farebox revenues while increasing Class Pass ridership
- Continue to seek federal, state and local funding to help finance operations and capital projects

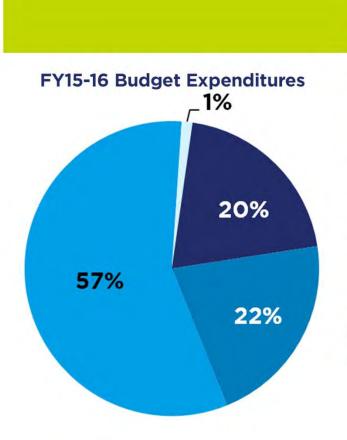
FY 15-16 Budgeted Revenues	FY 14-15 Budget	FY 15-16 Budget
Operating and Other Revenues		
Farebox	\$ 18,870,000	\$ 18,880,000
Operating Subsidies	57,666,790	59,398,570
Property Management Revenue	724,480	550,000
Special Service Revenue	1,075,000	1,075,000
Total Operating and Other Revenues	\$ 78,336,270	\$ 79,903,570
Capital Revenues		
Grants Reimbursements	\$ 29,466,276	\$ 25,589,110
Prior Year Programmed	19,339,733	31,413,452
Total Capital Revenues	\$ 48,806,009	\$ 57,002,562
Total Budgeted Revenues	\$ 127,142,279	\$ 136,906,132





Expenditures Assumptions

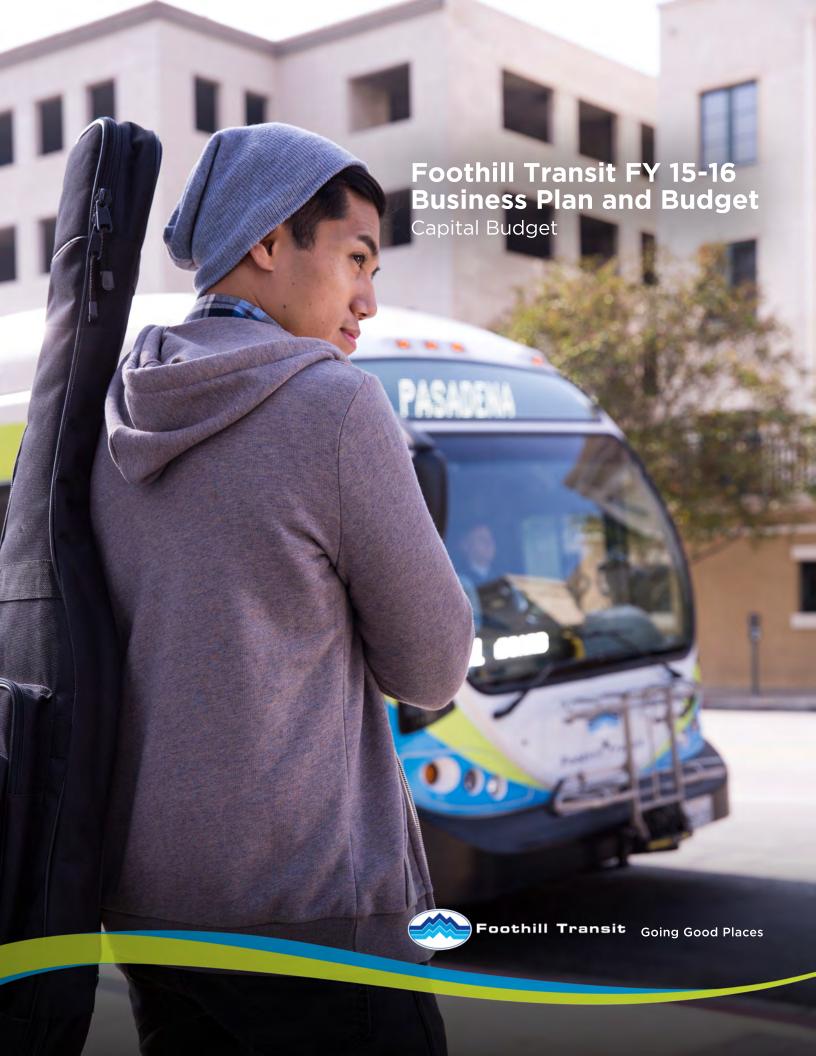
- Increase operating expenditures by two percent over prior year budget
- Increase revenue service hours by six percent
- ➤ Initiate fleet replacements for 20 CNG buses and 13 electric buses
- Complete heavy maintenance on 30 CNG buses
- Continue and begin work on five Park & Ride facilities
- Complete design of new CAD/AVL SMARTBus System



FY 15-16 Budgeted Revenues	FY 14-15 Budget	FY 15-16 Budget
Operating and Other Revenues		
Transit Operating Expenses	\$ 76,536,790	\$ 78,278,570
Non-Operating Expenses	1,799,480	1,625,000
Total Operations	\$ 78,336,270	\$79,903,570
Capital		
New Capital Programs	\$ 20,407,161	\$ 27,801,800
Existing Capital Programs	28,398,848	29,200,762
Total Capital Revenues	\$ 48,806,009	\$ 57,002,562
Total Budgeted Expenditures	\$ 127,142,279	\$136,906,132

- Transit Operating Expenses 57%
- Non-Operating Expenses 1%
- ■New Capital Programs 20%
- Existing Capital Programs 22%

Summary by Department	FY 14-15 Budget	FY 15-16 Budget	
Operating			
Expenses			FY15-16 Operating Expenses
Customer Service and Operations	\$ 65,056,650	\$ 66,406,690	
Maintenance and	4 00,000,000		
Vehicle Technology	679,900	658,370	
Marketing and Communications	1,644,400	1,799,190	
Information	1,044,400	1,733,130	
Technology	2,106,850	2,268,460	
Administration	2,839,200	3,183,950	
Procurement	812,300	833,400	0.7% 15%
Finance	1,039,300	1,120,100	83%
Planning	1,759,700	1,125,750	
Facilities	598,490	882,660	
Total Operating			
Expenses	\$ 76,536,790	\$ 78,278,570	
Non-Operating			25
Expenses			2.
Property Management	\$ 724,480	\$ 550,000	
Special Services	325,000	325,000	= Contain Contain Con Con
Dial-A-Ride	750,000	750,000	Customer Service & Ops 839
Total Non-	700,000	700,000	Other Departments - 15%
Operating Expense	\$ 1,799,480	\$1,625,000	Non-Operating Expenses - 2%
Total Operations	\$ 78,336,270	\$79,903,570	
Summary by	FY 14-15	FY 15-16	
Category	Budget	Budget	
New Capital			FY15-16 New/Existing Capital
Programs			Programs
Buses/Fleet			
Maintenance Facilities	\$ 18,700,000	\$ 10,453,000	
Construction/			
Maintenance	800,000	12,224,300	
Information	007.161	5 124 500	38%
Technology Total New Capital	907,161	5,124,500	30/0
Programs	\$ 20,407,161	\$ 27,801,800	20%
Existing Capital			20%
Programs			
Buses/Fleet	4 00 000 000	# 40 000 F00	
Maintenance Facilities	\$ 20,900,000	\$ 13,888,506	42%
Construction/			1270
Maintenance	6,010,569	9,206,057	
Information	0.40.700	0.400.400	
Technology	948,738	6,106,199	
Safety and Security	539,541	_	■Buses/Fleet Maintenance - 429
Takal Pulations			
	\$ 28 398 848	\$ 29,200 762	
Total Existing Capital Programs Total Capital	\$ 28,398,848 \$ 48,806,009	\$ 29,200,762 \$ 57,002,562	Facilities Construction/Maintenance - 38



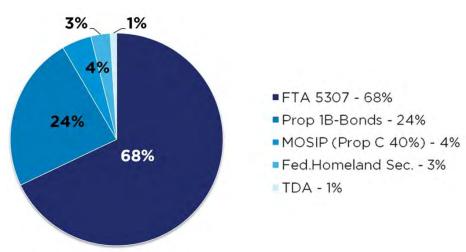
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Completed Capital ProjectsThe following projects will be completed in FY 14-15.

Buses/Fleet Maintenance:		Life of Project Budget
30 Fleet Replacement Buses - Option #1		\$ 18,393,137
30 Fleet Replacement Buses - Option #2		18,200,000
Electric Buses - FY 14		2,002,403
Fleet Heavy Maintenance - FY 13		147,119
Facilities Construction/Maintenance:		
Puente Hills Transit Store Remodel		500,000
BSEP: Bus Stop Sign Replacement Project		300,000
Information Technology:		
Data Center Upgrade/Replacement		733,965
IT Infrastructure - FY 13		250,000
SBS Operating System Upgrade		100,000
Website Redesign		100,000
IT Infrastructure - FY 14		85,412
Board Room Audio Upgrade		50,000
Traffic Signal Priority - FY 15		30,000
Video Production Equipment		20,000
Safety and Security:		
Facility Security Upgrades/Hardening		2,556,530
Security Patrol Vehicles and Equipment		250,000
	Total	\$ 43,718,566

Completed Capital Projects by Funding Source



Capital Programs

The currently proposed Capital Program of \$213.7M includes \$118.5M of newly proposed projects. Each project includes the life-of-project budget, current year forecasted expenditure, and the balance of expenditures for future years.

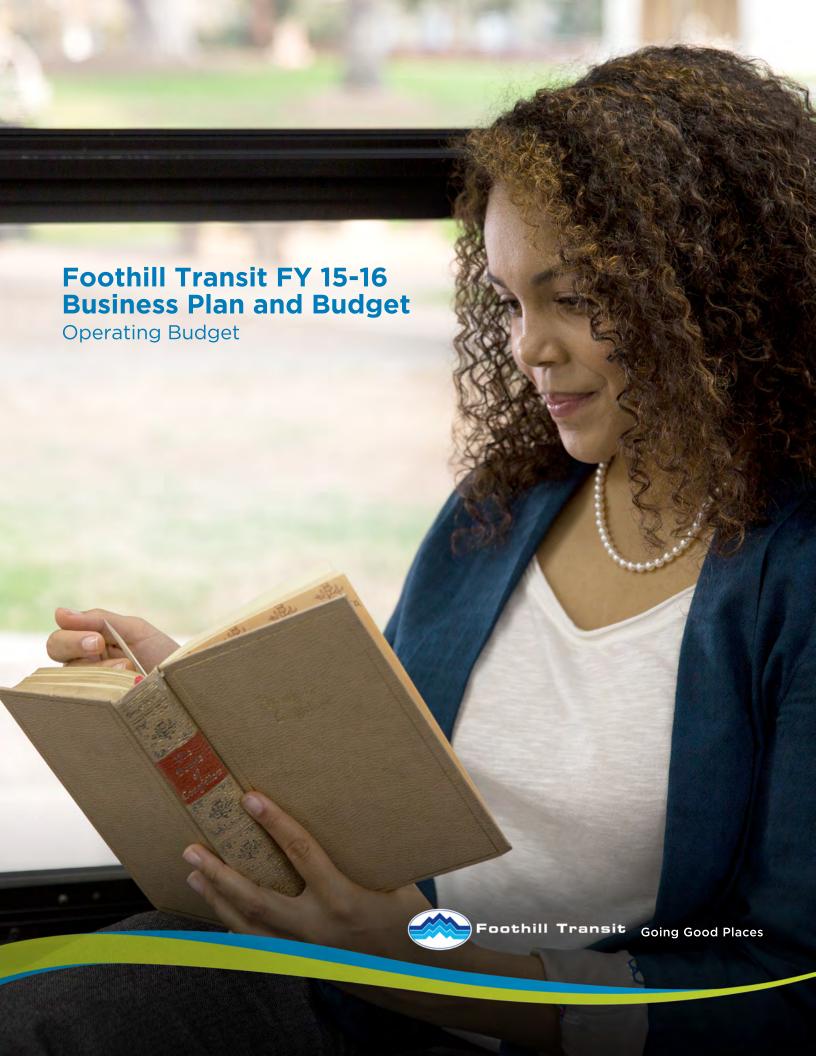
Capit	al Program	Life of Project	Expenditures Through FY 14-15	FY 15-16 Budget	FY 17+
Buses	/Fleet Maintenance:				
*NEW	40 42' CNG Buses	\$ 27,643,700	-	-	\$ 27,643,700
*NEW	35 CNG Buses	25,000,000	-	-	25,000,000
NEW	Electric Buses - FY 15-16	13,000,000	-	6,500,000	6,500,000
NEW	Bus Heavy Maintenance Project - 137 Buses	14,385,000	-	3,150,000	11,235,000
NEW	Non-Revenue Fleet Replacement	832,000	-	143,000	689,000
NEW	Electric Bus Charging Station	800,000	-	200,000	600,000
NEW	Farebox Equipment for Fleet Expansion	460,000	-	460,000	-
	20 Fleet Replacement Buses - Option #3	15,000,000	-	12,200,000	2,800,000
	Fleet Heavy Maintenance - FY 13-14	1,795,300	600,000	600,000	595,300
	Electric Bus Charger	500,000	150,000	350,000	-
	Fare System Equipment - Phase I	400,000	111,494	288,506	-
	Replacement Facility Trucks	250,000	-	250,000	-
	Fare System Equipment - Phase II	200,000	-	200,000	-
Facili					
Const	ruction/Maintenance:				
NEW	Covina Park & Ride	15,079,000	-	10,300,000	4,779,000
NEW	Mt. SAC Transit Store and Transit Center	9,750,000	-	1,462,500	8,287,500
*NEW	Administrative Building 2 nd Floor Remodel	796,000	-	-	796,000
NEW	Pomona Floor Coating & Equipment	333,500	-	333,500	-
NEW	Arcadia Roof Replacement	68,300	-	68,300	-
NEW	FY 15-16 Office Furniture and Equipment	60,000	-	60,000	-
	West Covina Mall Park & Ride	26,038,310	22,000	250,000	25,766,310
	City of Industry Park & Ride - Construction	14,904,300	12,717,964	500,000	1,686,336
	Azusa Park & Ride	9,490,400	5,464,129	4,026,271	-
	Transit Center - West Covina	5,000,000	350,000	600,000	4,050,000
	Hydraulic Lift Replacement	2,600,000	500,000	2,100,000	-

^{*}Projects are included in the Business Plan for board approval of life of project budget. Planning will begin in FY 2015-2016 with expenditures beginning in FY 2016-2017.



	al Program	Life of Project	Expenditures Through FY 14-15	FY 15-16 Budget	FY 17+
Facili					
Const	ruction/Maintenance:				
	Administration Office Maintenance and Upgrades	\$ 1,000,000	\$ 934,546	\$ 65,454	-
	Facility Rehab/Repair/Maintenance	1,000,000	150,000	850,000	-
	Transit Store Security System	663,460	-	\$ 663,460	-
	Facility Repairs and Improvements FY 14-15	400,000	379,266	20,734	-
	Facility Maintenance & Upgrades	250,000	202,566	47,434	-
	Office Furniture/Equipment	155,355	102,651	52,704	-
	Office Furniture/Equipment	60,000	30,000	30,000	-
Inforr	nation Technology:				
NEW	CAD/AVL Security Enhancement	10,000,000	200,000	5,000,000	4,800,000
NEW	Arcadia and Pomona Yard Phone Replacement	200,000	-	50,000	150,000
NEW	Infrastructure Upgrade	100,000	-	50,000	50,000
NEW	Employee TAP ID Cards	24,500	-	24,500	-
	CAD/AVL Replacement	10,300,000	200,000	5,000,000	5,100,000
	Traffic Signal Priority	1,500,000	1,395,204	104,796	-
	Bus Stop Enhancement Program (BSEP) - 2012	1,000,000	536,545	300,000	163,455
	Executive Information System	600,000	317,286	40,000	242,714
	Bus Stop Customer Information	600,000	268,587	100,000	231,413
	Financial Software	300,000	268,581	31,419	-
	Document Imaging Equipment/Software	300,000	214,069	10,000	75,931
	Phone System Replacement	250,000	227,483	22,517	-
	Project Management Software	200,000	-	200,000	-
	Board Room Video System Upgrade	150,000	-	150,000	-
	Building WiFi Replacement	150,000	58,790	45,605	45,605
	Microsoft Office Upgrade	80,000	-	80,000	-
	Printer/Copier Replacement	75,000	31,275	21,862	21,863
Total	S	\$ 213,744,125	\$ 25,432,436	\$ 57,002,562	\$ 131,309,127

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Department Budgets and Summaries

Foothill Transit's operating budget for FY 2015-2016 is presented in this section. A brief description of each department has been provided. A list of each department's specific initiatives for FY 2015-2016 is presented and the operating budget for each department is shown. The department budgets are presented in the following order:

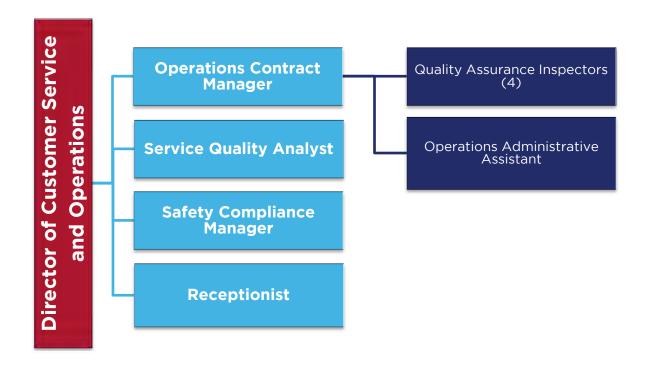
	FY 14-15 Budget	Actual Through Dec. 2015	FY 14-15 Estimate	FY 15-16 Budget
Transit Operating Expenses:				
Customer Service and Operations	\$ 65,056,650	\$ 30,707,706	\$ 61,603,412	\$ 66,406,690
Maintenance and Vehicle Technology	679,900	299,232	661,856	658,370
Marketing and Communications	1,644,400	626,191	1,568,790	1,799,190
Information Technology	2,106,850	775,933	2,044,187	2,268,460
Administration	2,839,200	1,334,299	2,802,433	3,183,950
Procurement	812,300	329,158	802,070	833,400
Finance	1,039,300	465,216	1,012,417	1,120,100
Planning	1,759,700	592,114	1,444,114	1,125,750
Facilities	598,490	304,328	730,250	882,660
Total Transit Operating Expense	\$ 76,536,790	\$ 35,434,177	\$ 72,669,529	\$ 78,278,570
Non-Operating Expenses:				
Property Management	\$ 724,480	\$ 300,000	\$ 600,000	\$ 550,000
Special Service	325,000	159,790	320,000	325,000
Dial-A-Ride	750,000	344,328	688,700	750,000
Total Non-Operating Expense	\$ 1,799,480	\$ 804,118	\$ 1,608,700	\$ 1,625,000
Total Expenses:	\$ 78,336,270	\$ 36,238,295	\$ 74,278,229	\$ 79,903,570



Customer Service and Operations

The Customer Service and Operations department was established in FY 2012-2013 to more effectively focus on key components of the agency's mission. This department is responsible for ensuring the safe and efficient daily operation of Foothill Transit service, focusing specifically on applied enforcement of agency standards for operating performance.

The department also works closely with the five Foothill Transit Stores to improve the customer service experience, from when a customer calls for information about their proposed trip, to the actual completion of their bus ride, and through the customer feedback process. The safety of our customers, contractors and staff is a primary focus of the Customer Service and Operations department and the team works directly with local, state and national safety organizations in this effort.



- Completed transition of Arcadia Operations and Maintenance Contract
- Procured Customer Service Representative Audit Service Contract
- Implemented Customer Service Representative Audits
- > Implemented Front Line Employee Recognition Program
- Completed Headsign Standardization Project
- Refined TransTrack reporting system
- Incorporated new monitoring and tracking system reports into KPI and Customer Service Initiatives
- ➤ Re-procured Coach Operator Audit Service Contract
- Updated the TSA Baseline Assessment and Security Enhancement (BASE) Review of security systems

- Completed inaugural Local Customer Service Call Center Challenge competition
- Prepared documentation for Federal Transit Administration Triennial Review
- Completed Federal Transit Administration Enhanced ADA Review
- Participated in Regional Roadeo Committee
- Procured consultant firm for SMARTBus Replacement Project
- ➤ Participated in SMART*Bus* Replacement Project Procurement
- Updated the Quality Assurance Inspector Uniform
- Intensified Quality Assurance Team enforcement of contract compliance
- Provided additional training on customer comment handling process
- Incorporated social media comments into customer comments
- Provided premium Rose Bowl special shuttle services
- Provided LA Marathon special shuttle services
- Participated in new bus delivery acceptance process

FY 2015-2016 INITIATIVES

- Complete installation, Testing and System Acceptance Testing on new SMARTBus System
- > Complete Quality Assurance Dispatch Education Training
- > Reinstitute Foothill Transit bus roadeo
- Continue refinement of TransTrack reporting system
- Update Operations Contract Compliance matrix
- > Implement Quality Assurance Program for Customer Comment Process
- > Ensure high level of oversight for increased service levels
- Finalize operations plan for Azusa Park & Ride
- Update the TSA Baseline Assessment and Security Enhancement (BASE) review of security systems
- Continue Front Line Customer Service Recognition Program



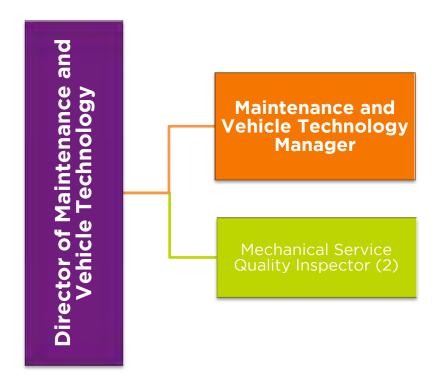
Account Number	Account Name	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimate	FY 15-16 Budget
	Purchased				
5001	Transportation	\$ 47,199,412	\$ 56,111,700	\$ 52,962,830	\$ 56,803,970
5020	Fuel	5,885,509	6,000,000	5,783,124	6,000,000
5035	Electricity Fuel – Pomona	53,861	260,000	156,389	260,000
5100	Salaries, Wages and Benefits	2,561,738	908,000	902,911	994,200
5150	Contracted Services	-	1,471,900	1,471,908	1,526,070
5260	Professional/Technical	24,780	44,000	42,122	102,500
5411	Bus Roadeo	5,099	70,000	70,000	70,000
5430	Dues and Subscription	1,297	1,600	1,045	2,250
5550	Travel and Meeting	19,999	13,700	13,631	29,900
5560	Uniform/Clothing Supplies	11,870	4,800	2,690	300,000
5710	Transit Store Lease	97,234	95,600	95,572	200,000
5720	Other Contracted Service	60,356	50,750	19,998	48,800
5850	Office/General Supplies	4,053	6,400	3,000	3,000
5950	Repair and Maintenance Other Equipment	438	6,600	3,000	
5991	Safety and Security	220,568	3,800	70,078	54,000
6100	Utilities	7,586	7,800	5,114	12,000
TOTAL		\$ 56,153,798	\$ 65,056,650	\$ 61,603,412	\$ 66,406,690

Budget Notes:

- Account 5001 Purchased Transportation (PT), includes all bus service and maintenance activities delivered from the Pomona and Arcadia Operating Facilities through service contractors
- Account 5001 Purchased Transportation (PT), increased 7.25% over the FY 14-15 estimate due to service increases and agreed upon contract adjustments
- Account 5100 Salaries, Wages and Benefits, includes funding for one new Quality Assurance Analyst which will be added if Lines 190/194 are approved
- Account 5560 Uniform/Clothing Supplies, increased to purchase 100% replacement uniforms for all bus operators
- Account 5710 Transit Store Lease, increased to include the West Covina Transit Store
- Account 5991 Safety and Security, increased to improve on-bus security inspections and overall safety programs; increase includes agency-wide training funds

Maintenance and Vehicle Technology

The Maintenance and Vehicle Technology (MVT) Department ensures daily operation of Foothill Transit's revenue and non-revenue vehicle fleet through the systematic enforcement of Foothill Transit standards for fleet maintenance and oversight of maintenance on fueling stations, including the electric bus charging stations. The MVT Department ensures ongoing local, state and federal regulatory compliance of the fleet and environmental compliance of the operations. In addition, the MVT department is responsible for the development and implementation of Foothill Transit's alternative fuels program including the specification, in-plant inspection, and acceptance of all new rolling stock and technologies to maximize efficiencies in both operations and maintenance.



- > Completed full-electrification of Line 291 with the Ecoliner
- Procured and introduced into service 30 42-foot low-floor CNG buses
- Implemented ISO14001 Environmental Sustainability Management System (ESMS) at the Pomona facility
- Developed and implemented Surveillance Equipment Audit
- Developed and implemented CAD/AVL equipment
- Completed successful turnover fleet audit
- Continued City of Monrovia Dial-A-Ride Equipment Audit



> Initiated new livery repainting on series 1700, 1800 and 1900 buses

FY 2015-2016 INITIATIVES

- > Issue RFP to procure new replacement buses
- > Inspect, accept and deploy two 40 ft. fast-charge electric buses
- > Implement in-house monthly bus inspection
- > Implement bus heavy maintenance of 30 60-foot articulated buses
- Acquire ISO14001 Certification of Pomona Operations and Maintenance facility's ESMS program
- > Complete new livery repainting of series 1700, 1800 and 1900 buses
- > Implement an agency-wide Transit Asset Management System

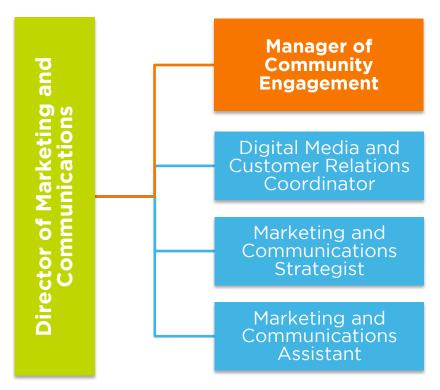
Account Number	Account Name	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimate	FY 15-16 Budget
5040	Gas and Lubricants	\$ 26,325	\$ 35,000	\$ 14,386	\$ 13,000
5100	Salaries, Wages and Benefits	391,625	462,900	462,900	460,100
5230	Consulting	-	9,000	9,000	9,000
5260	Professional/Technical	42,898	124,500	124,500	120,070
5430	Dues and Subscription	30	500	1,570	200
5540	Tires	-	5,000	5,000	5,000
5550	Travel and Meeting	17,108	18,000	18,000	26,000
5720	Other Contracted Service	12,394	1,000	2,500	2,000
5850	Office/General Supplies	16,295	5,000	5,000	5,000
5970	Repair and Maintenance Vehicles	23,641	19,000	19,000	18,000
TOTAL		\$ 530,317	\$ 679,900	\$ 661,856	\$ 658,370

Budget Notes:

Account 5550 Travel and Meeting, is increased to accommodate travel for ISO 14001 Surveillance Audits

Marketing and Communications

The Marketing and Communications team supports, brands, and promotes Foothill Transit service and communicates relevant information to existing and potential customers. This is accomplished through targeted and strategic advertising, community engagement, media exposure, special events, on-board communications, the Bus Book, social media, and foothilltransit.org. The primary strategic goal in all campaigns and projects is to heighten public awareness of Foothill Transit and increase ridership.



- Launched NEXTRIP real-time customer information system to customers
- Incorporated new real-time customer information system into marketing and communications programs
- > Continued marketing initiatives as part of the Class Pass program
- ➤ Launched Foothill Transit's new mobile-friendly website
- Launched new Foothill Transit blog
- Expanded and maintained ridership initiatives such as Silver2Silver, College Class Pass program and introduced new initiatives for Commuter Express service
- Developed destination type marketing initiatives highlighting community connections and events
- Leveraged unique opportunities to increase stakeholder and community understanding and support



FY 2015-2016 INITIATIVES

- ➤ Re-launch Mt. SAC and University of La Verne Class Pass campaigns and prepare for additional campus acceptance
- > Coordinate public outreach for new service program and fare restructuring
- Launch New Resident campaign for the San Gabriel and Pomona valleys
- Update Foothill Transit facility artwork and initiate new student/local artist program
- Organize grand opening event for the new Azusa Park & Ride
- > Conduct new research for customer satisfaction and service quality
- > Centralize and expand online communications through data analysis
- > Expand and maintain ridership initiatives such as Silver2Silver, College Class Pass program and Commuter Express service
- > Coordinate Gold Line integration customer information outreach

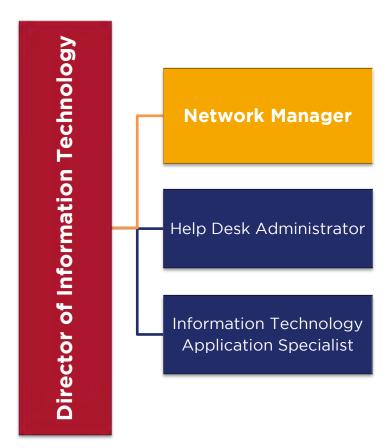
Account Number	Account Name	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimate	FY 15-16 Budget
5100	Salaries, Wages and Benefits	\$ 426,493	\$ 462,800	\$ 462,800	\$ 513,200
5230	Consulting	442,379	387,900	380,069	404,190
5260	Professional and Technical	60,080	90,500	66,511	106,700
5300	Advertising and Promotion	436,703	525,000	492,918	520,000
5330	Community Sponsorship	58,695	60,000	64,083	60,000
5380	Special Events	165,340	23,800	40,591	25,000
5411	Team Member Appreciation	2,198	10,000	1,651	10,000
5430	Dues and Subscription	14,573	14,000	5,990	14,000
5550	Travel and Meeting	14,336	20,800	24,768	23,500
5850	Office/General Supplies	7,899	7,600	3,764	7,600
6280	Printing	24,749	37,000	21,298	110,000
6290	Reprints of Brochures	-	5,000	4,345	5,000
TOTAL		\$1,653,445	\$1,644,400	\$1,568,790	\$ 1,799,190

Budget Notes:

Account 6280 Printing, is increased for the Student Public Art Program public information campaign

Information Technology

The Information Technology (IT) Department is responsible for management, coordination, and implementation of information technology to ensure timely and cost-effective delivery of services to the public. The department provides data and communication solutions to Foothill's administrative staff, the Transit Stores, and the Operations and Maintenance contractors to achieve Foothill Transit's goals and objectives.



- Implemented a virtual disaster recovery plan for our data infrastructure to comply with insurance standards
- > Upgraded wireless infrastructure to attain improved performance
- > Updated Microsoft Office to the latest version Office 2013
- Upgraded Executive Boardroom audio and video systems
- Configured our new microwave communications dishes to serve as the primary conduit for data transmission to both contractor yards. Move existing MPLS connection as a redundant data connection to failover in-case of primary connection failure



FY 2015-2016 INITIATIVES

- ➤ Replace the CAD/AVL Computer Aided Dispatch/Automated Vehicle Location hardware and software system
- Replace the obsolete radios on our fleet with newer technologies and equipment
- Replace the rear projector in the boardroom to a new display setup using cost effective HD screens to improve clarity and brightness to viewing audience
- Replace obsolete and dated firewall, routers and switches at our remote locations to bring network back to standards. Locations are Operations yards, and remote towers
- Replace Office 2010 with newer Office 365 or Office 2014 version across all sites
- Replace all people counter hardware and backend servers to improve accuracy of our customer counts for KPI's
- > Replace phone system for operating facilities
- Upgrade video storage for surveillance systems at operating facilities to increase retention time
- > Add media servers to transit stores for real time passenger information display

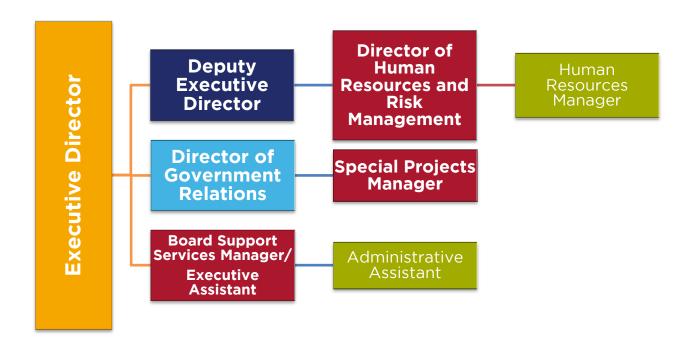
Account Number	Account Name	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimate	FY 15-16 Budget
F10.0	Salaries, Wages	A 440 500	4.57.000	* 457.000	0.400.500
5100	and Benefits	\$ 419,528	\$ 457,600	\$ 457,600	\$ 492,500
5421	Copier	20,320	21,800	6,696	21,750
5430	Dues and Subscription	160	600	579	600
5550	Travel and Meeting	18,903	17,000	14,496	17,000
5720	Other Contracted Service	636,741	1,006,350	995,954	1,126,660
5850	Office/General Supplies	2,739	6,000	6,000	6,000
	Repair and Maintenance				
5950	Other Equipment	7,884	9,000	7,750	10,500
6130	Telephone/Data	420,332	588,500	555,112	593,450
TOTAL		\$ 1,526,608	\$ 2,106,850	\$ 2,044,187	\$ 2,268,460

Budget Notes:

Account 5720 Other Contracted Services, increased for Cisco, Avanet and other software licenses

Administration

The Administration Department is responsible for providing management direction to all departments within the organization while executing the strategies and policies of the Executive Board. In addition, the Administration Department coordinates all legislative and intergovernmental affairs for Foothill Transit. The Administration Department also provides office support including the monitoring of office supplies, and coordination of the organization's central filing system. This year, the Director of Customer Relations position was re-crafted to Director of Human Resources and Risk Management to sharpen our focus on changes related to healthcare and insurance, and ensure compliance with new requirements of the Affordable Care Act.



- Worked with Mt. San Antonio College and the University of La Verne to successfully continue Foothill Transit's Class Pass Programs beyond the pilot phase
- ➤ Advocated for federal funding for Foothill Transit capital projects
- Advocated for passage of a new surface transportation funding authorization bill
- > Strengthened industry involvement and enhanced Foothill Transit's visibility and influence with the American Public Transportation Association, California Transit Association, Southern California Regional Transit Training Consortium (SCRTTC) and Access Services
- Strengthened industry involvement in Conference of Minority Transportation Officials (COMTO) and Women's Transportation Seminar (WTS)



FY 2015-2016 INITIATIVES

- Support the Executive Board and Governing Board
- Expand Foothill Transit's Class Pass Program to include additional service area colleges and universities
- > Ensure progress toward completion of San Gabriel Valley Park & Ride projects
- > Implement the Foothill Transit "Origins and Destinations" program
- Maintain effective Executive Board and Governing Board communications
- Maintain industry involvement with American Public Transportation Association, California Transit Association, SCRTTC, and Access Services
- Advocate for Foothill Transit's interests in the upcoming Federal Funding Authorization legislation
- Maintain industry involvement in COMTO and WTS

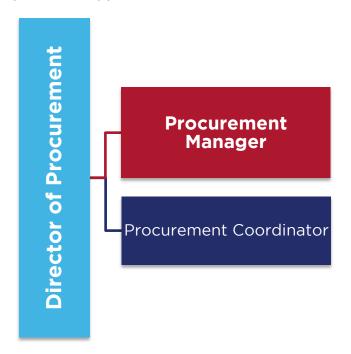
Account Number	Account Name	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimate	FY 15-16 Budget
5100	Salaries, Wages and Benefits	\$ 1,282,720	\$ 1,473,400	\$ 1,473,400	\$ 1,530,400
5230	Consulting	38,488	55,000	36,200	130,000
5250	Legal Fees	205,403	310,000	337,291	410,000
5265	Public Affairs	177,470	173,000	173,000	199,000
5412	Board Stipend	26,444	45,000	45,000	46,000
5430	Dues and Subscription	65,440	75,300	75,300	69,800
5441	Postage/Express Mail	19,987	85,400	50,000	50,000
5500	Mail Equipment Lease	5,411	8,400	8,400	9,000
5545	Training and Development	-	200,000	182,544	260,000
5550	Travel and Meeting	150,896	200,000	200,000	210,000
5600	Casualty and Liability Insurance	135,953	159,000	183,322	211,100
5720	Other Contracted Service	1,076	1,700	1,700	3,650
5850	Office/General Supplies	40,312	53,000	36,276	55,000
TOTAL		\$ 2,149,599	\$ 2,839,200	\$ 2,802,433	\$ 3,183,950

Budget Notes:

- Account 5230 Consulting, increased to conduct customer service training and other facilitation services
- Account 5250 Legal Fees, increased to provide procurement support for CAD/AVL and rolling stock procurements
- Account 5545 Training and Development, increased to accommodate tuition reimbursement
- Account 5600 Casualty and Liability Insurance, increased to cover new Park & Ride lots

Procurement

The Procurement Department is responsible for ensuring timely acquisition of goods and services to support Foothill Transit's mission. The Procurement Department also provides support for Foothill Transit's Disadvantaged Business Enterprise program.



FY 2014-2015 ACCOMPLISHMENTS

- Procured services to support capital activities occurring at Foothill Transit maintenance and operations facilities
- Managed necessary procurements for the Azusa Park and Ride project
- Managed procurement to replace CAD/AVL System.
- > Procured 12 electric coaches and 30 additional CNG coaches
- Managed procurement for new operations contractor at Arcadia Operating Facility

FY 2015-2016 INITIATIVES

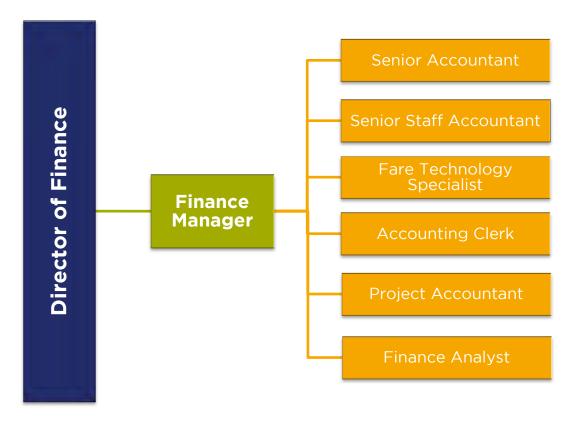
- Ensure successful and timely procurement of goods and services to support Foothill Transit's mission
- ➤ Ensure Foothill Transit's Procurement Manual remains consistent with federal and state procurement guidelines
- > Implement a centralized electronic database for procurement documents
- Implement an improved contract management tracking system
- Manage the procurement process for new electric and CNG buses



Account Number	Account Name	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimate	FY 15-16 Budget
5100	Salaries, Wages and Benefits	\$ 248,523	\$ 327,900	\$ 327,900	\$ 345,900
5230	Consulting	-	10,000	10,000	20,000
5250	Legal Fees	494,580	390,000	390,000	390,000
5260	Professional/Technical	9,974	12,000	12,000	12,000
5300	Advertising and Promotion	27,880	30,000	30,000	30,000
5430	Dues and Subscription	1,065	2,400	1,200	2,500
5550	Travel and Meeting	24,026	40,000	30,970	33,000
TOTAL		\$ 806,048	\$ 812,300	\$ 802,070	\$ 833,400

Finance

The Finance Department provides support services including accounting, payroll, financial planning, grant administration, budget development, account receivable billing and collections, and financial reporting for the organization. The department coordinates inventory of fixed assets and is responsible for adhering to local, state and federal requirements in the administration of grant funds. It also administers the required annual financial and compliance audits, oversees the investment portfolio, manages the retirement program, and monitors cash flow. The department also handles the fare revenue collection and maintenance of related equipment.



- Prepared ten-year financial forecast
- Successfully completed Federal Transit Administration Triennial Review and mitigated federal findings
- > Completed financial audits resulting in no material findings
- Conducted a five-year capital improvement program call-for-projects
- Prepared annual operating and capital budgets; included annual cash flow for capital projects
- Maintained fareboxes and reprogrammed new fare schedules to ensure accurate fare collections
- Received National Government Finance Officers Association award for excellence in financial reporting



- Represented Foothill Transit on WTS International Board of Directors and Transportation Finance Learning Exchange (TFLEX) Board of Directors
- ➤ Hosted TFLEX spring conference
- Administered employee retirement fund and achieved 100 percent participation

FY 2015-2016 INITIATIVES

- Update ten-year financial plan
- Complete the annual National Transit Database (NTD), Transportation Performance Measure (TPM), State Controller's and Comprehensive Annual Financial Reports (CAFR)
- Implement employee time-keeping portal and automate payroll system.
- Improve investment portfolio
- Increase grant fund receipts for electric buses and technology

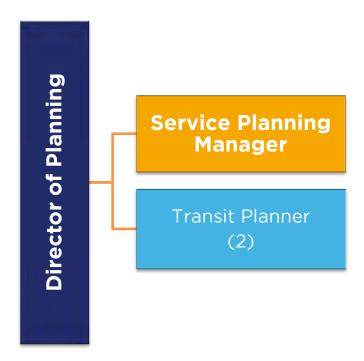
Account Number	Account Name	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimate	FY 15-16 Budget
F10.0	Salaries, Wages and	\$ 504.000	* 004 400		* 0.40 7 00
5100	Benefits	\$ 591,269	\$ 864,400	\$ 844,401	\$ 919,700
5210	Audit Fees	49,450	72,000	72,000	45,000
5230	Consulting	6,816	6,900	3,200	35,900
5430	Dues and Subscription	1,225	1,700	1,565	2,050
5550	Travel and Meeting	17,775	39,500	36,451	45,700
5720	Other Contracted Service	-	-	-	17,000
5741	Fare Collection Equipment/Maintenance	-	13,600	13,600	13,550
5850	Office/General Supplies	-	1,200	1,200	1,200
6210	Pass Sales Commission	-	20,000	20,000	20,000
6260	Fare Media	-	20,000	20,000	20,000
TOTAL		\$ 666,535	\$ 1,039,300	\$ 1,012,417	\$ 1,120,100

Budget Notes:

- Account 5100 Salaries, Wages and Benefits, includes a new position, Finance Analyst (FA). The FA will be responsible for grants research and management, and budget analysis
- > Account 5230 Consulting, increased to provide financial analysis consulting for complex procurements and investment guidance
- Account 5720 Other Contracted Services, reflects a realignment of payroll processing fees and increase for automated timekeeping

Planning

The Planning Department is responsible for route planning, coordination with member cities and neighboring transit systems in the design and construction of transit related projects. The department works closely with cities to make sure bus stop locations are safe and ADA compliant. The department also projects service levels and budgets and monitors actual costs related to Foothill Transit's two operating contracts.



FY 2014-2015 ACCOMPLISHMENTS

- Maintained staff participation in APTA and CTA activities and events
- > Implemented Line 495 as a permanent line
- Completed the Comprehensive Operational Analysis (COA)
- > Released NEXTRIP real-time customer information to the public
- Implemented cellular based GPS on the buses—tied into the rollout of NEXTRIP

FY 2015-2016 INITIATIVES

- Initiate the public outreach process of the Comprehensive Operational Analysis (COA)
- Begin phase-one of the implementation of the approved service changes recommended by the COA
- Begin installation of equipment along the Foothill corridor for the bus signal priority project



- > Analyze and make recommendations of the existing Foothill Transit fare structure and fare policy
- > Implement service to interface with the Metro Gold Line extension
- Research and implement a pilot express line from the newly constructed Azusa Park & Ride
- > Improve schedule adherence by making necessary adjustments to route run times

Account Number	Account Name	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimate	FY 15-16 Budget
	Salaries, Wages and				
5100	Benefits	\$ 416,873	\$ 446,900	\$ 426,622	\$ 458,100
5230	Consulting	11,202	60,000	27,000	60,000
5260	Professional/Technical	316,878	860,000	850,436	260,000
5430	Dues and Subscription	805	1,200	2,012	2,250
5530	System Map	-	50,000	-	50,000
5550	Travel and Meeting	23,762	20,500	9,994	15,400
5720	Other Contracted Service	91,783	-	49,761	100,000
5850	Office/General Supplies	7,292	46,100	10,982	40,000
6200	Bus Book Printing	88,177	275,000	67,308	140,000
TOTAL		\$ 956,772	\$ 1,759,700	\$ 1,444,114	\$ 1,125,750

Budget Notes:

- Account 5260 Professional/Technical, decreased to reflect the completion of the COA
- > Account 5720 Other Contracted Services, funds NEXTBUS annual licensing

Facilities

The Facilities Department is responsible for all of Foothill Transit's physical assets, including grounds, administrative offices, operations and maintenance facilities and parking structures. The department implements a comprehensive and strategic approach to developing, enhancing, and sustaining Foothill Transit's physical assets. In addition, the department plays a supporting role in the agency's bus operations through the installation and upkeep of Foothill Transit's bus stop signage program.



FY 2014-2015 ACCOMPLISHMENTS

- Completed the removal of above-ground diesel fuel tanks at Arcadia Operations and Maintenance Facility
- > Completed the Puente Hills Transit Store expansion and remodel
- Commenced construction of the Azusa Intermodal Parking Facility
- Completed design of the Arcadia Operations & Maintenance Facility interior and exterior improvements
- > Began production and installation of bus stop decals and signs
- Completed the administrative office building landscape and main entrance upgrades
- Began installation of the fire alarm system in the fuel island at the Pomona Operations and Maintenance Facility
- Completed the curb realignment at Pomona Transit Center for new 40 foot electric bus
- Completed the Pre-Action Fire Sprinkler Installation in the server room of the administrative building
- Began Phase 1 California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) environmental requirements for the Covina Park & Ride
- Achieved ISO14001 Certification for Pomona Operations and Maintenance Facility



FY 2015-2016 INITIATIVES

- > Complete the installation of the Bus Stop Sign Replacement Project
- > Complete construction of the Azusa Intermodal Parking Facility
- Complete the Arcadia Operations and Maintenance Facility interior and exterior improvements
- Complete installation of the fire alarm system in the fuel island at the Pomona Operations and Maintenance Facility
- Complete interior painting and upgrades at the Pomona Operations and Maintenance Facility
- > Complete roof replacement at Arcadia Operations and Maintenance Facility
- Complete the rehabilitation of the in-ground lifts at the Pomona and Arcadia Maintenance Facilities
- Begin Phase 1 environmental review for the West Covina Transit Center and Park & Ride
- Complete the Fare Collection System upgrades at the Arcadia Operations and Maintenance Facility
- ➤ Implement the Environmental and Sustainability Management System (ESMS) Program at Pomona Operations and Maintenance Facility
- Develop a long-term mechanical equipment replacement plan for Arcadia and Pomona Operations and Maintenance Facilities

Account Number	Account Name	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Estimate	FY 15-16 Budget
5100	Salaries, Wages and Benefits	\$ 634,833	\$ 384,800	\$ 384,800	\$ 417,400
5151	Contracted Services – Facilities	-	408,500	408,500	420,790
5260	Professional and Technical	-	2,000	2,000	2,000
5420	Contract Maintenance	41,154	50,000	48,646	60,340
5430	Dues and Subscription	15,852	11,000	9,524	14,280
5471	Janitorial	55,828	-	36,753	40,800
5550	Travel and Meeting	19,710	22,600	15,095	15,000
5560	Uniforms and Clothing Supplies	4,905	-	171	
5720	Other Contracted Service	61,966	134,300	117,300	144,600
5850	Office/General Supplies	454	1,000	712	1,300
5910	Tools and Materials	10,739	26,000	22,697	19,000
5950	Repair and Maintenance Other Equipment	17,256	16,700	16,600	24,700
5991	Safety and Security	9,614	13,630	13,030	13,670
6100	Utilities	229,978	252,440	254,420	258,780
TOTAL		\$ 1,102,288	\$ 1,322,970	\$ 1,330,250	\$ 1,432,660

Budget Notes:

- Account 5471 Janitorial, increased to fund the maintenance contract awarded in FY 2014-2015
- Facilities department budget includes \$550,000 of expenses to maintain the non-transit operating portions of the administration building (property management)



April 24, 2015

To: Executive Board

Subject: **Proposed Service Enhancements**

Recommendation

Recommend that the Governing Board authorize the Executive Director to seek public input regarding the first phase of proposed service enhancements below.

Analysis

On October 26, 2012 the Executive Board authorized the Executive Director to enter into an agreement with Nelson\Nygaard Consulting Associates to complete a Comprehensive Operational Analysis (COA) for Foothill Transit. The goals of the project are to optimize current transit services, maximize underutilized resources, and expand the system in an efficient manner, where possible and necessary so that Foothill Transit can provide the most effective bus network for residents of the Pomona and San Gabriel Valleys.

The COA recommendations have been divided into phases, with each phase being dependent on the success of the previous phase. We've adopted an approach of being "proactively reactive" as a way to minimize service impact, while still being prepared for future challenges that may arise.

Phase 1 Service Enhancements – The initial phase of service enhancements is aimed at integrating service with the Gold Line extension, maintaining a minimum one hour frequency during the weekdays and weekends, and streamlining existing routes so they run more efficiently.

- **Gold Line** The Gold Line Foothill Extension is scheduled to be completed in early spring of 2016. The proposal is that Lines 272, 280, 284, and 488 be modified to better service the rail extension. Since the full impact of this extension can't be predicted, future phases allow for growth of Foothill Transit service to respond to potential ridership growth on the Gold Line.
- Service Frequency A second goal was to improve the frequency of service to some of Foothill Transit's busier routes as well as standardize the frequency on several routes that don't operate as frequently. This can be seen with increased frequency on Line 280 and the Silver Streak, already scheduled for summer of 2015 service change. In addition, a service increase to hourly frequency on Line 269 on weekends is proposed so it better aligns with existing services.



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 2

- Improve Route Efficiency The customer surveys conducted through the COA indicated customers want faster and more efficient trips. The COA has made recommendations to make minor route changes to Lines 178, 185, 274, 285, and 493 to improve productivity and efficiency of the lines.
- **Line 486** After receiving a number of requests for direct transit service from Pomona Transit Center to Cal Poly Pomona and Mt. San Antonio College, a potential extension on Line 486 has been identified to accommodate this request. The recent Stand Up 4 Transit event held at Cal Poly Pomona on April 9th, indicates that this line extension has strong potential to grow as the success of Class Pass for other colleges continues to be favorable.

Lines 190/194- Discussions are still underway for Foothill Transit to assume operation of Lines 190/194, which are currently operated by LA Metro. Should Metro take action to cancel service on these lines or to transfer the service to Foothill Transit, the required public outreach by Foothill Transit will be undertaken.

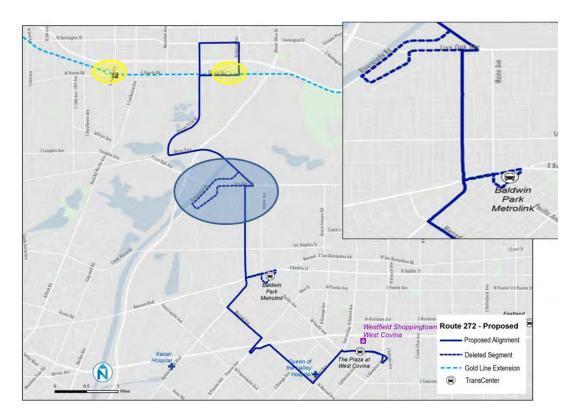
The COA also covers several recommendations on future routing on connecting lines, in addition to restructuring existing lines to avoid duplication of service. Since these recommendations are dependent on Foothill Transit operating Lines 190 and 194, those suggested changes will be proposed at a later time.



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 3

Gold Line Service Enhancement Details

Line 272: The recommendation is to serve the Duarte Gold Line station and streamline the existing route by eliminating the Rivergrade/Commerce and Baldwin Park Metrolink Station loops, as the data indicates both segments generate low ridership. Removing the two loops will make the route more efficient and improve travel time between West Covina and the Duarte Gold Line Station. Line 178 will continue to service the Baldwin Park Metrolink Station. The proposed change will decrease the line's annual cost by \$120,163.41.

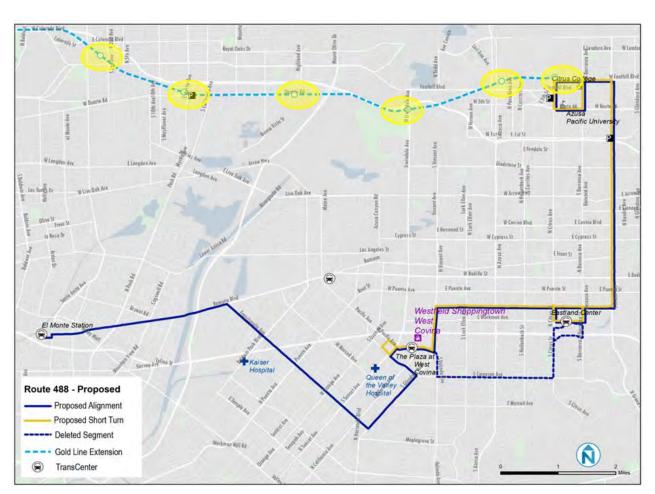


Route Map of Line 272 highlighting proposed changes and the Duarte Gold Line Station



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 4

Line 488: The recommendation is to extend the route to interface with the Citrus Gold Line Station. In addition to extension to the Gold Line Station, the recommendation is to reroute the line so it travels along Rowland Avenue instead of Cameron Avenue, a corridor with demand for service. Cameron Avenue will continue to be serviced by Line 281. The proposed change will increase line's annual cost by \$406,224.37.

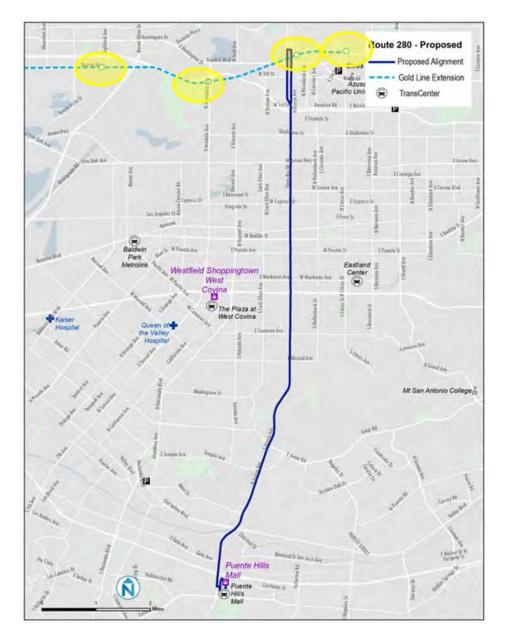


Route Map of Line 488 highlighting proposed changes and the Citrus Gold Line Station



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 5

Line 280: The recommendation is to extend the current route to interface with the Azusa Intermodal Transportation Station. This extension will dovetail with our increase in frequency to provide a seamless transfer between the various modes of transportation. The additional annual cost for Line 280 is projected at \$38,317.80.

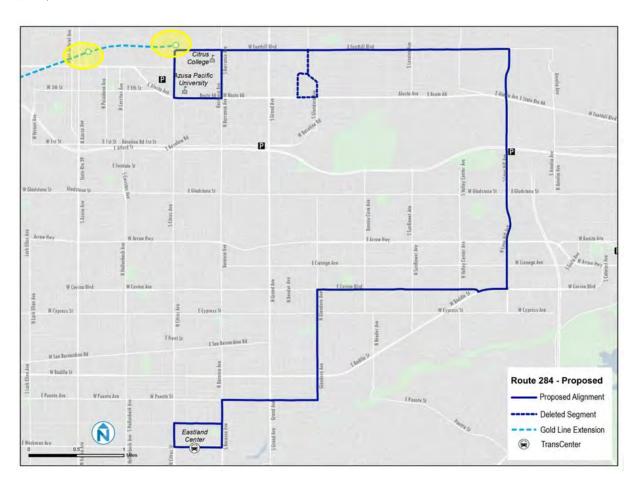


Route Map of Line 280 highlighting proposed connection to the Azusa Gold Line Station



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 6

Line 284: Once again the focus will be to improve access for residents in Glendora and San Dimas to provide service to Citrus College and the Citrus Gold Line station. The associated annual cost for this is projected at \$59,736.45.



Route Map of Line 284 highlighting proposed changes and the connection to the Citrus Gold Line Station



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 7

Service Frequency Enhancement Details

Line 289: The recommendation is to increase the frequency of service on the weekend to operate every hour instead of the current two-hour frequency. This recommendation comes as part of the standardization of schedules for various lines to improve the customer experience by maintaining a frequency of one hour or less for local service. This addition will result in an increased annual cost of \$83,759.50.

Below is the current and proposed Schedule change.

Current Schedule

Puente Hills Mall
7:05 AM
9:05 AM
11:05 AM
1:05 PM
3:05 PM
5:05 PM



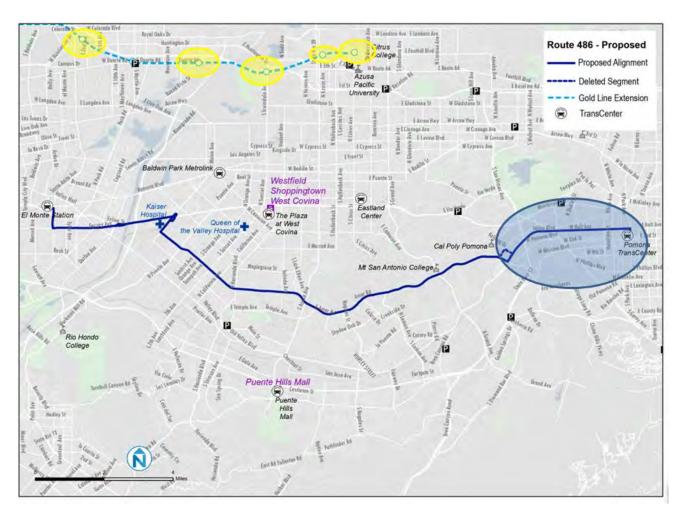
Proposed Scheduled

Puente Hills Mall
7:05 AM
8:05 AM
9:05 AM
10:05 AM
11:05 AM
12:05 PM
1:05 PM
2:05 PM
3:05 PM
4:05 PM
5:05 PM



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 8

Line 486: As one of the most productive lines with high service frequency and a large volume of transfers to other lines, the recommendation is to extend the route to Pomona Transit Center via Valley and Holt. This would provide direct connections between Mt. San Antonio College and Cal Poly Pomona. The recommendations will result in an increased annual cost of \$1,226,045.76.



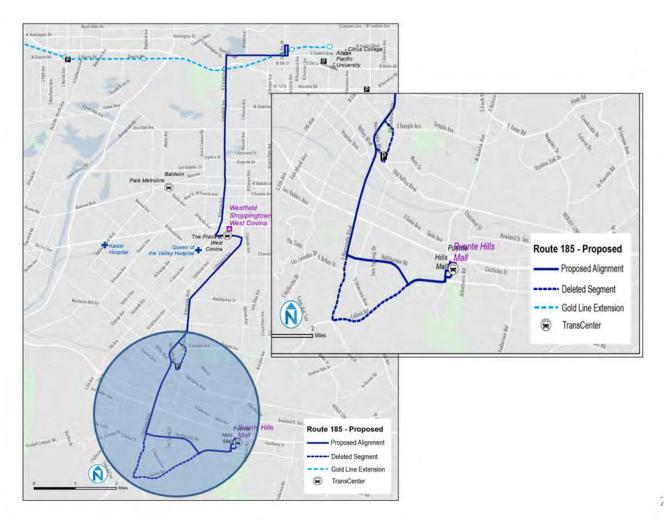
Route map of Line 486 highlighting proposed changes and extension to Pomona Transit Center



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 9

Service Efficiency Enhancement Details

Line 185: The recommendation for this line provides for realignment via Halliburton so the route of travel is focused toward passenger density. The end portion of Line 185 has also been extended to service the Azusa Gold Line Station at 9th and Azusa. This line will see an annual cost savings of \$100,641.20.

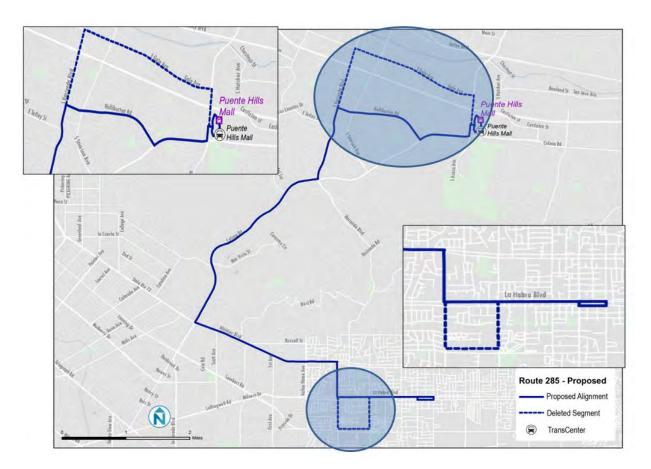


Route map of Line 185 highlighting proposed changes.



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 10

Line 285: Similar to the travel pattern of Line 185, Line 285 is proposed to shift south to Halliburton in an attempt to provide direct service to and from Puente Hills Mall. A portion of the line will also be extended via La Habra as a way for passengers to connect to OCTA Route 37. This line will have an increased annual cost of \$23,161.26.



Route map of Line 285 highlighting proposed changes.



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 11

Line 178: The changes for this line are cost neutral and will not have an increase or decrease in annual revenue. The recommendation is to replace Shadow Oak Grove segment, which has the lowest recorded ridership, with a segment on Amar and Nogales. This change will allow for better route reliability by operating on major arterials and reducing the number of turns at intersections. This change will have no additional cost.

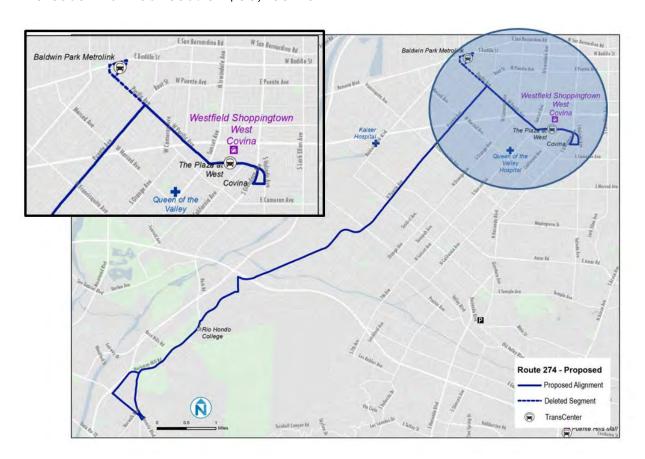


Route map of Line 178 highlighting proposed changes.



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 12

Line 274: The suggested improvement to this line attempts to solve the current issue of not serving a major transfer point by shifting the northern terminus from Baldwin Park Metrolink Station to West Covina Mall. This shift will allow passengers from Line 274 to easily connect with the numerous lines that service the West Covina shopping area. This change has a projected increase in annual cost of \$66,759.45.

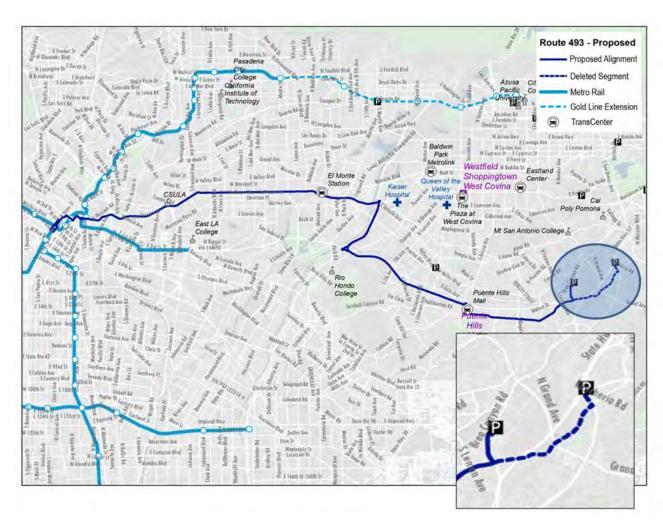


Route map of Line 274 highlighting proposed changes.



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 13

Line 493: The recommendation is to shift the starting point of the route to Industry Park & Ride instead of the Diamond Bar Park & Ride. Based on field observations, the Diamond Bar Park & Ride is currently experiencing capacity issues due to vanpool ride shares and minimal ridership for Foothill Transit. This change has an expected annual cost savings of \$215,289.36.



Route map of Line 493 highlighting proposed changes.



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 14

Proposed Phase 1 Annual Cost Summary

Proposed Phase 1 Enhancements										
Gold Line Service Enhancements										
Lines	Annual Cost									
	Increase/(Decrease)									
272	\$		(120,163.41)							
280	\$		38,317.80							
284	\$		59,736.45							
488	\$		406,224.37							
Annual Total		\$	384,115.20							
Efficiency Service Enha	<u>ancemen</u>	<u>its</u>								
Lines	Annual C	ost								
	Increase	/(D	ecrease)							
178	\$		-							
185	\$		(100,641.20)							
274	\$		66,759.45							
285	\$		23,161.26							
493	\$		(215,289.36)							
Annual Total	\$	\$	(226,009.85)							
Service Frequency Enh	anceme	<u>nts</u>								
Line 289	\$		83,759.50							
Annual Total		\$	83,759.50							
Coverage Service Enha	<u>ncemen</u>	<u>ts</u>								
Line 486	\$		1,226,045.76							
Annual Total		\$	1,226,045.76							
Phase 1	\$									
Enhancements	1,467,910.61									
Annual Total										
1101011 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0										



Executive Board Meeting - 04/24/15 Proposed Service Enhancements Page 15

Sincerely,

Joseph Raquel Director of Planning

4,41,121,401

Executive Director



April 24, 2015

To: Executive Board

Subject: Approval of Sole Source Procurement: Two Electric Bus

Charging Stations

Recommendation

Approve a Sole Source Procurement in the amount of One Million Six Hundred Thousand Dollars (\$1,600,000) with Proterra LLC for the purchase and installation of two electric bus charging stations and authorize the Executive Director to negotiate contract terms and conditions with Proterra LLC.

Analysis

The construction of the Azusa Intermodal Parking facility and Proterra's launch of the Catalyst XR extended range battery electric charge provides Foothill Transit the opportunity to electrify Line 280. Line 280 is a 22-mile roundtrip route from Azusa to Puente Hills Mall Transit Center. A heavily used line currently operating at 20-minute frequency and proposed for operation at 15-minute frequency, the line is an appropriate application for the 13 extended range electric buses being procured by Foothill Transit from Proterra, LLC.

Effective operation of the electric buses will require two charging stations on two different bus platforms at the Park & Ride to enable two electric buses to charge simultaneously. This arrangement will also allow for redundancy in case of failure of one of the charging stations.

The overhead charging infrastructure will be built adjacent to the bus bay allowing the bus to autonomously "dock" while the bus enters the specially assigned bus bay to charge.

Foothill Transit's Procurement Policy allows for a sole source procurement when the offeror demonstrates a unique or innovative concept or capability not available from another source.

The Catalyst XR electric bus was designed and built by Proterra LLC. The bus charging system componentry in the bus is unique to the Catalyst XR and is not available from another source. In addition, the electric technology and engineering specifications of the charge head is designed to work only on the charge blades located on the roof top of Proterra electric buses. The charging system is proprietary to Proterra. Therefore, only Proterra has the



Executive Board Meeting - 04/24/15 Approval of Sole Source Procurement: Two Electric Bus Charging Stations Page 2

technical ability to build and install the charging stations appropriate for use with the Catalyst XR.

Budget Impact

Funding for this project will be included in Foothill Transit's Proposed Budget and Business Plan for Fiscal Year 2015-2016. Final award of this contract will be contingent upon approval of the Foothill Transit budget for next fiscal year.

Sincerely,

Roland M. Cordero

Director of Maintenance & Vehicle Technology

Doran J. Barnes Executive Director



April 24, 2015

To: Executive Board

Subject: Performance Indicators Report - FY 2014-2015 Third Quarter

Report

Recommendation

Receive and file the FY 2014-2015 Third Quarter Performance Indicators Report.

Summary

This performance indicators report provides an analysis of Foothill Transit's nine key indicators for the third quarter of the 2014-2015 fiscal year. Data is collected from a variety of sources including the fareboxes on buses, reports from the contractors, and financial performance data.

In the third quarter of fiscal year 2014-2015, Foothill Transit met seven out of nine key performance indicators. The indicators met for the quarter are: miles between service interruptions; complaints per 100,000 boardings; average hold time; average weekday boardings; farebox recovery ratio; and average cost per vehicle service hour.

System performance is summarized below. Further detail on each performance measure follows in the analysis section of this item.

- **Boardings** Overall boardings recorded by the farebox for the quarter was 3.6 million boardings which is consistent with reported ridership in the same quarter last year.
- Fare Revenue Total fare revenue for the quarter was \$4.58 million. The average fare was \$1.27 per boarding.
- Operating Expenses Total quarterly operating expenses were \$17.44 million, resulting in an average cost per service hour of \$92.82.
 Operating expenditures are nine percent higher compared to the third quarter in the previous year.
- **Accidents** The system averaged 0.77 preventable accidents per 100,000 miles. This is a 41 percent decline from the same quarter last year.



Executive Board Meeting - 04/24/15 FY 2014-2015 Third Quarter Performance Indicators Report Page 2

- **Customer Complaints** Foothill Transit received 14.85 complaints per 100,000 boardings in the third quarter.
- **Schedule Adherence** This quarter, 82.6 percent of all trips recorded arrived on time. This is a two percent improvement from last year.

Analysis

In order to accomplish its mission, Foothill Transit focuses on the following goals:

Goal 1: Operate a safe transit system.

Goal 2: Provide outstanding customer service.

Goal 3: Operate an effective transit system.

Goal 4: Operate an efficient transit system.

Attachments A1 - L4 show the performance indicators used to determine Foothill Transit's progress toward achieving these goals for fiscal year 2014-2015.

Overall System Performance

Foothill Transit's overall system performance is based on several key indicators. These include total monthly ridership, fare revenues, vehicle service hours, and total operating expenses incurred throughout the quarter.

Attachment A1 summarizes system goals and performance indicators for the third quarter of fiscal year 2015, while Attachment A2, A3, and A4 summarize the same metrics for January, February, and March respectively. Attachment L1 provides additional operations-related performance measures for the third quarter. Attachments L2, L3, and L4 provide the same operations-related information for January, February, and March respectively.

<u>Total Boardings and Total Revenues</u>

In the third quarter of fiscal year 2014-2015, Foothill Transit buses had 3.6 million boardings. Fiscal year-to-date, boardings have increased two percent over the previous year for a total of 11 million boardings. However, compared with the same quarter last year, boardings on local lines only increased 1.3 percent and boardings on local express/express lines decreased 5.76 percent.

Total fare revenue recorded this quarter was \$4.58 million, an eight percent decrease from the same quarter last year. Fiscal year-to-date, the agency has collected \$14.0 million in fare revenue, equivalent to last year's year-to-date performance.



Executive Board Meeting - 04/24/15 FY 2014-2015 Third Quarter Performance Indicators Report Page 3

Attachment B shows total boardings and revenue for the past 13 months.

Goal 1: Operate a Safe Transit System

Foothill Transit's primary goal is to operate a safe transit system. The agency measures system safety with the number of preventable accidents incurred for every 100,000 miles of vehicle operation.

Preventable Accidents per 100,000 Miles

Foothill Transit has adopted a standard of 0.60 preventable accidents per 100,000 miles for this fiscal year. Year-to-date there has been 0.79 accidents per 100,000 miles on the Foothill Transit system. In the third quarter, there was an average of 0.77 preventable accidents per 100,000 miles. This is a 41 percent decline compared to quarter three of fiscal year 2013-2014, but a 22 percent improvement from quarter two of this year. In March, the number of preventable accidents was half of that for the February resulting in 0.53 preventable accidents per 100,000 miles.

Attachment C provides a summary of preventable accidents per 100,000 miles.

Goal 2: Provide Outstanding Customer Service

Foothill Transit measures this goal by monitoring the following categories: schedule adherence, average miles between service interruptions, complaints per 100,000 boardings, and average hold time for customers calling the customer comment line.

Schedule Adherence

Foothill Transit has adopted a goal of 85 percent on-time performance for this fiscal year. In the third quarter of this fiscal year, the agency achieved an average of 82.6 percent on-time performance on all lines. This remains below the performance target, but represents a two percent improvement over last year.

Foothill Transit continues to use the SMARTBus system to monitor systemwide on-time performance. Quality Assurance staff have been closely monitoring the SMARTBus system and working with the operations contractors to ensure that bus service runs on schedule. In January 2015, the agency implemented new bus schedules that better match current traffic patterns, which contributed to the improvement in schedule adherence. Staff



Executive Board Meeting - 04/24/15 FY 2014-2015 Third Quarter Performance Indicators Report Page 4

continues to plan schedule adjustments to optimize on-time performance and have identified further schedule changes to improve customer service.

Attachment D charts historical on-time performance for the agency.

<u>Average Miles Between Service Interruptions</u>

In the third quarter, Foothill Transit averaged 32,576 miles between service interruptions. This is a 58 percent improvement over last year. This indicator not only measures the overall performance of both First Transit and Transdev's maintenance departments, but also reflects customer delays from mechanical service interruptions. Year-to-date, Foothill Transit has averaged 28.246 miles between service interruptions, meeting the performance target of 15,000 miles between service interruptions.

Attachment E compares the average miles between service interruptions with our performance standard.

Complaints per 100,000 Boardings

In the third quarter, Foothill Transit received 14.85 complaints per 100,000 boardings. This achieves the performance target of 15 complaints per 100,000 boardings, but is a 22 percent decline from the same period the previous year.

Forty-seven percent of the complaints received this quarter were related to schedule adherence, and 22 percent were related to courtesy. Foothill Transit's management team and service contractors continue to target both of these areas by closely monitoring bus operations in the field and through the SMARTBus system, as well as by providing additional customer service training to frontline staff.

Attachment F provides a summary of complaints per 100,000 boardings.

Average Hold Time

Phone systems at our five Transit Stores provide data on call volumes and times so that facilities can be staffed accordingly. The recorded average hold time of 22 seconds this quarter is well below the performance target of 45 seconds. There were 28,477 calls received in March.

Attachment G provides a summary of average hold time.



Executive Board Meeting - 04/24/15 FY 2014-2015 Third Quarter Performance Indicators Report Page 5

Goal 3: Operate an Effective Transit System

Foothill Transit measures service effectiveness by monitoring boardings per vehicle service hour and average weekday boardings.

Boardings per Vehicle Service Hour

Foothill Transit buses averaged 19.2 boardings per vehicle service hour in the third quarter. This is below the fiscal year performance target of 19.5 boardings per service hour and eight percent less than the same period last year (20.8 boardings per service hour). The operation of eight percent more service hours along with flat ridership this year explains this change in system performance.

Attachment H shows the trend of this performance indicator.

Average Weekday Boardings

The fiscal year 2014-2015 performance target for average weekday boardings is 48,900 boardings. Year-to-date, Foothill Transit buses are averaging 49,207 weekday boardings. While this is a two percent increase over last year, in the third quarter there were 49,291 average weekday boardings which is almost equivalent to the same period the previous year.

In March 2015, the agency averaged 49,481 boardings per weekday. This meets the performance target but is a three percent decline from the same month last year. There was a 15.8 percent decline in average weekday boardings for express lines.

Attachment I, Average Weekday Boardings, shows the history of this indicator for the entire bus system.

Goal 4: Operate an Efficient Transit System

Foothill Transit measures its overall efficient use of available resources by monitoring the average cost per vehicle service hour and farebox recovery ratio.

Farebox Recovery Ratio

The farebox recovery ratio is calculated by dividing total fare revenue by total operating expense. The third quarter farebox recovery ratio was 26.26 percent. This is a sixteen percent decline from last year. Fiscal year-to-date, farebox recovery is at 26.51 percent, a decrease from last year's figure of 29.22 percent for the same year-to-date period.



Executive Board Meeting – 04/24/15 FY 2014-2015 Third Quarter Performance Indicators Report Page 6

Attachment J, Farebox Recovery Ratio, shows the trend for this indicator over time.

Average Cost per Vehicle Service Hour

The agency's average cost per vehicle service hour this quarter was \$92.82, which meets the fiscal year target of \$101.48. This is one percent higher than last year's average cost per service hour of \$92.15. Similarly, the year-to-date cost per vehicle service hour figure of \$93.62 for fiscal year 2014-2015 is two percent higher than the average cost of \$91.52 in fiscal year 2013-2014.

Attachment K, Average Cost per Vehicle Service Hour, charts this indicator over time.

Sincerely.

Stephanie B. Mak

Quality Assurance Analyst

Doran J. Baknes) Executive Director

Attachment A1 Foothill Transit Key Performance Indicators Third Quarter Fiscal Year 2015

Goal	Performance indicator	Attachment	Q3 FY 2015	Met target?	Q3 FY 2014	% improvement over same quarter last year	FY 2015 YTD	Met target?	FY 2014 YTD	% YTD improvement	Performance target
	Total boardings	В	3,609,530	-	3,613,345	(0%)	11,026,085	-	10,785,692	2%	
Overall system	Vehicle service hours		187,840	-	173,708	8%	567,929	-	524,642	8%	
performance	Total fare revenue	В	\$4,578,976	-	\$5,001,192	(8%)	\$14,094,119	-	\$14,028,464	0%	
	Total operating expense		\$17,436,107	-	\$16,007,496	(9%)	\$53,170,284	-	\$48,016,587	(11%)	
Safety	Preventable accidents per 100,000 miles	С	0.77	No	0.55	(41%)	0.79	No	0.52	(52%)	≤ 0.60
	Schedule adherence	D	82.6%	No	81.0%	2%	81.8%	No	77.2%	6%	≥ 85%
Customer	Miles between mechanical service interruptions	Е	32,576	Yes	20,660	58%	28,246	Yes	16,719	69%	≥ 15,000
service	Complaints per 100,000 boardings	F	14.85	Yes	12.20	(22%)	17.50	No	15.59	(12%)	≤ 15.00
	Average time to answer (seconds)	G	24	Yes	22	(9%)	25	Yes	37	34%	≤ 45
Effectiveness	Boardings per vehicle service hour	Н	19.2	No	20.8	(8%)	19.4	No	20.6	(6%)	≥ 19.5
Effectiveness	Average weekday boardings	Ι	49,291	Yes	49,484	(0%)	49,207	Yes	48,164	2%	≥ 48,900
Efficiency	Farebox recovery ratio	J	26.26%	Yes	31.24%	(16%)	26.51%	Yes	29.22%	(9%)	≥ 24.65%
Pod did not not	Average cost per vehicle service hour	K	\$92.82	Yes	\$92.15	(1%)	\$93.62	Yes	\$91.52	(2%)	≤ \$101.48

Attachment A2 Foothill Transit Key Performance Indicators January 2015

Goal	Performance indicator	Attachment	January 2015	Met target?	Same month last year	% improvement over same month last year	FY 2015 YTD	Met target?	FY 2014 YTD	% YTD improvement	Performance target
	Total boardings	В	1,189,950	-	1,210,732	(2%)	8,606,505	-	8,383,079	3%	
Overall system	Vehicle service hours		64,070	-	60,294	6%	444,160	-	411,227	8%	
performance	Total fare revenue	В	\$1,518,458	-	\$1,826,916	(17%)	\$11,033,600	-	\$10,854,188	2%	
	Total operating expense		\$5,482,537	-	\$5,370,509	(2%)	\$41,216,714	-	\$37,379,600	(10%)	
Safety	Preventable accidents per 100,000 miles	С	0.63	No	0.84	25%	0.77	No	0.55	(40%)	≤ 0.60
	Schedule adherence	D	82.8%	No	81.9%	1%	81.6%	No	76.2%	7%	≥ 85%
Customer	Miles between mechanical service interruptions	Е	26,629	Yes	18,999	40%	26,538	Yes	15,725	69%	≥ 15,000
service	Complaints per 100,000 boardings	F	15.21	No	11.15	(36%)	18.30	No	16.40	(12%)	≤ 15.00
	Average hold time (seconds)	G	25	Yes	22	(14%)	25	Yes	41	40%	≤ 45
Effectiveness	Boardings per vehicle service hour	Н	18.6	No	20.1	(8%)	19.4	No	20.4	(5%)	≥ 19.5
Fuective 11e22	Average weekday boardings	- 1	47,685	No	47,465	0%	48,957	Yes	47,516	3%	≥ 48,900
Efficiency	Farebox recovery ratio	J	27.70%	Yes	34.02%	(19%)	26.77%	Yes	29.04%	(8%)	≥ 24.65%
Lindelicy	Average cost per vehicle service hour	K	\$85.57	Yes	\$89.07	4%	\$92.80	Yes	\$90.90	(2%)	≤ \$101.48

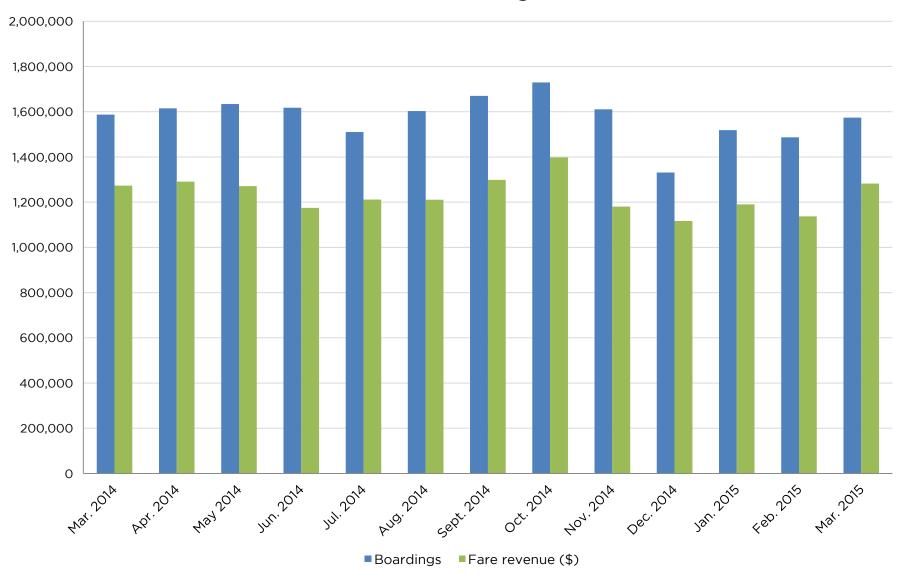
Attachment A3 Foothill Transit Key Performance Indicators February 2015

Goal	Performance indicator	Attachment	February 2015	Met target?	Same month last year	% improvement over same month last year	FY 2015 YTD	Met target?	FY 2014 YTD	% YTD improvement	Performance target
	Total boardings	В	1,137,165	-	1,129,718	1%	9,743,670	-	9,512,797	2%	
Overall system	Vehicle service hours		58,165	-	53,860	8%	502,325	-	465,087	8%	
performance	Total fare revenue	В	\$1,486,636	-	\$1,586,802	(6%)	\$12,520,236	-	\$12,440,990	1%	
	Total operating expense		\$5,536,159	-	\$4,958,921	(12%)	\$46,752,873	-	\$42,338,521	(10%)	
Safety	Preventable accidents per 100,000 miles	С	1.21	No	0.37	(224%)	0.82	No	0.53	(55%)	≤ 0.60
	Schedule adherence	D	81.9%	No	80.2%	2%	81.7%	No	76.7%	7%	≥ 85%
Customer	Miles between mechanical service interruptions	Е	29,674	Yes	20,579	44%	26,863	Yes	16,168	66%	≥ 15,000
service	Complaints per 100,000 boardings	F	17.15	No	13.19	(30%)	18.17	No	16.02	(13%)	≤ 15.00
	Average hold time (seconds)	G	26	Yes	27	4%	25	Yes	39	37%	≤ 45
Effectiveness	Boardings per vehicle service hour	Н	19.6	Yes	21.0	(7%)	19.4	No	20.5	(5%)	≥ 19.5
Ellectiveness	Average weekday boardings	I	50,848	Yes	50,360	1%	49,171	Yes	47,836	3%	≥ 48,900
Efficiency	Farebox recovery ratio	J	26.85%	Yes	32.00%	(16%)	26.78%	Yes	29.38%	(9%)	≥ 24.65%
Linciency	Average cost per vehicle service hour	K	\$95.18	Yes	\$92.07	(3%)	\$93.07	Yes	\$91.03	(2%)	≤ \$101.48

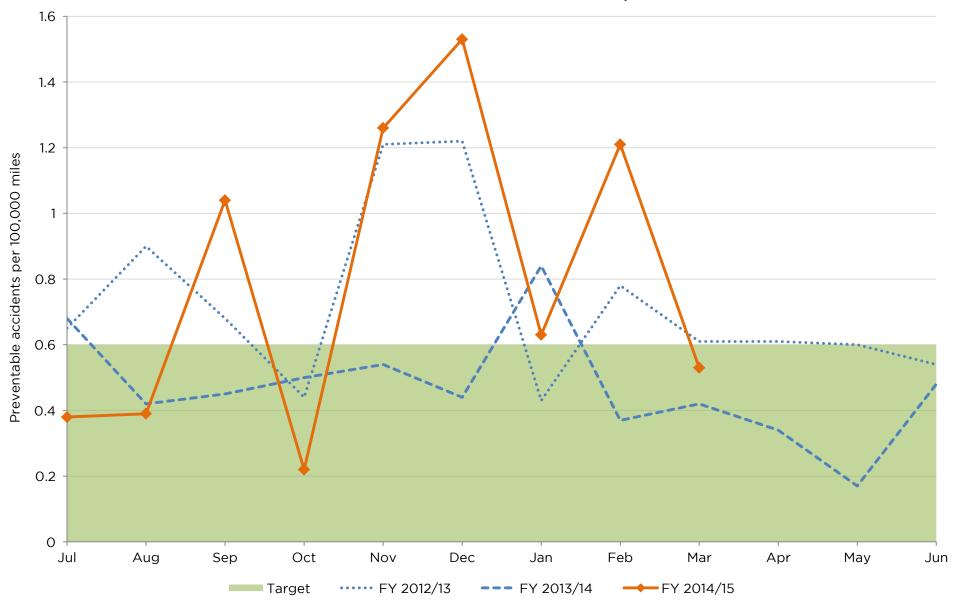
Attachment A4 Foothill Transit Key Performance Indicators March 2015

Goal	Performance indicator	Attachment	March 2015	Met target?	Same month last year	% improvement over same month last year	FY 2015 YTD	Met target?	FY 2014 YTD	% YTD improvement	Performance target
	Total boardings	В	1,282,415	-	1,272,895	1%	11,026,085	-	10,785,692	2%	
Overall system	Vehicle service hours		65,605	-	59,554	10%	567,929	-	524,642	8%	
performance	Total fare revenue	В	\$1,573,882	-	\$1,587,474	(1%)	\$14,094,119	-	\$14,028,464	0%	
	Total operating expense		\$6,417,412	-	\$5,678,066	(13%)	\$53,170,284	-	\$48,016,587	(11%)	
Safety	Preventable accidents per 100,000 miles	С	0.53	Yes	0.42	(26%)	0.79	No	0.52	(52%)	≤ 0.60
	Schedule adherence	D	83.0%	No	81.0%	2%	81.8%	No	77.2%	6%	≥ 85%
Customer	Miles between mechanical service interruptions	Е	46,814	Yes	22,754	106%	28,246	Yes	16,719	69%	≥ 15,000
service	Complaints per 100,000 boardings	F	12.48	Yes	12.33	(1%)	17.50	No	15.59	(12%)	≤ 15.00
	Average hold time (seconds)	G	22	Yes	18	(25%)	25	Yes	37	34%	≤ 45
Effectiveness	Boardings per vehicle service hour	Н	19.5	Yes	21.4	(9%)	19.4	No	20.6	(6%)	≥ 19.5
Lifectiveness	Average weekday boardings	I	49,481	Yes	50,806	(3%)	49,207	Yes	48,164	2%	≥ 48,900
Efficiency	Farebox recovery ratio	J	24.53%	No	27.96%	(12%)	26.51%	Yes	29.22%	(9%)	≥ 24.65%
Liliciency	Average cost per vehicle service hour	K	\$97.82	Yes	\$95.34	(3%)	\$93.62	Yes	\$91.52	(2%)	≤ \$101.48

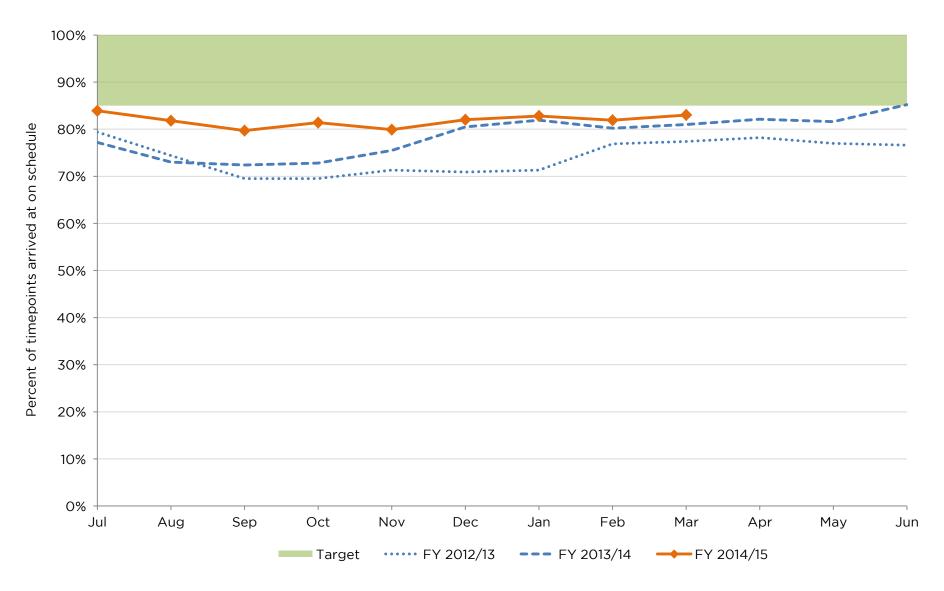
Attachment B: Total Boardings vs. Fare Revenues



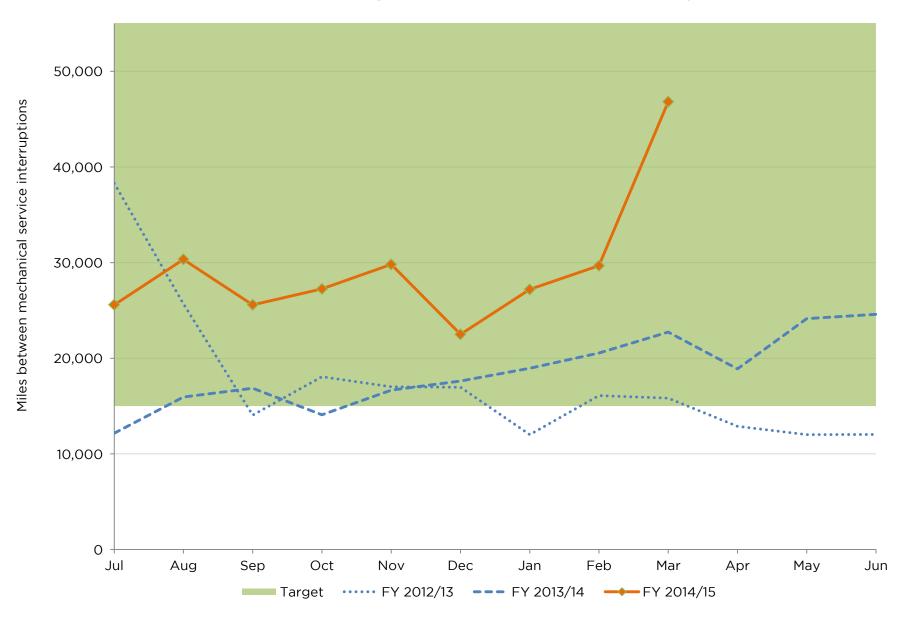
Attachment C: Preventable Accidents per 100,000 Miles



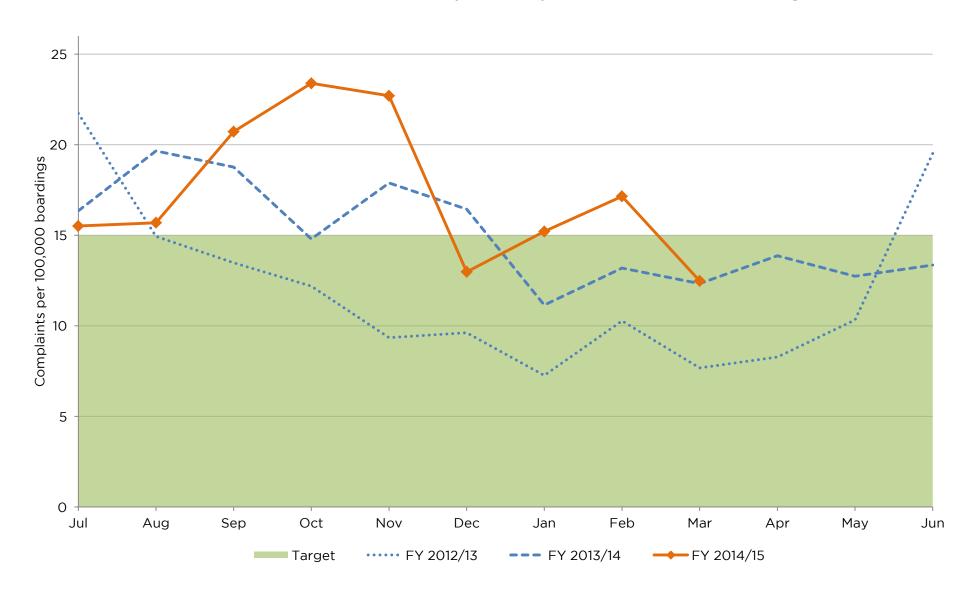
Attachment D: Schedule Adherence



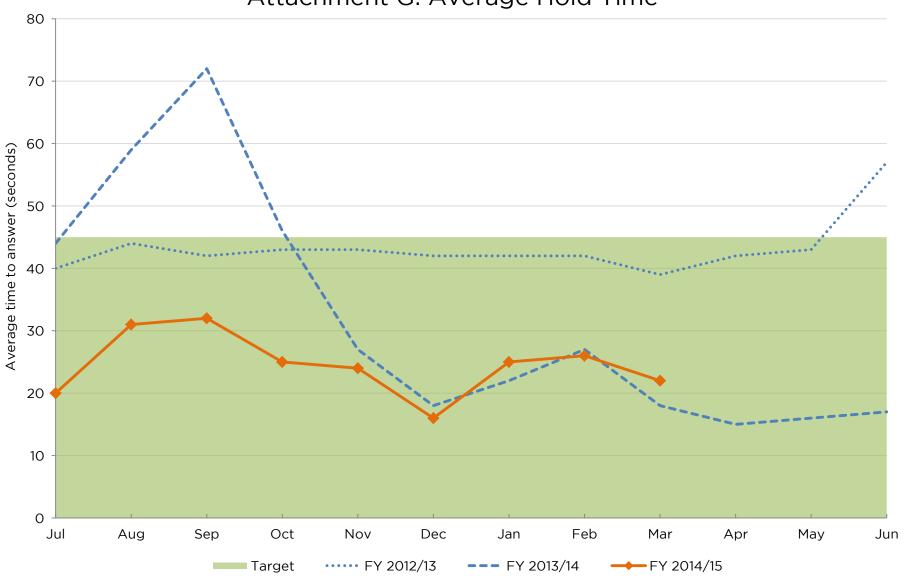
Attachment E: Average Miles Between Service Interruptions



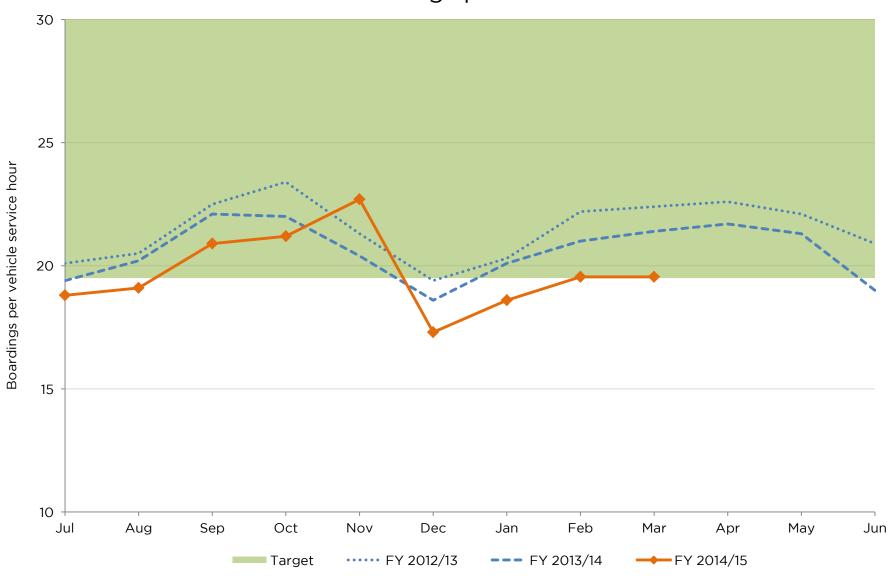
Attachment F: Complaints per 100,000 Boardings



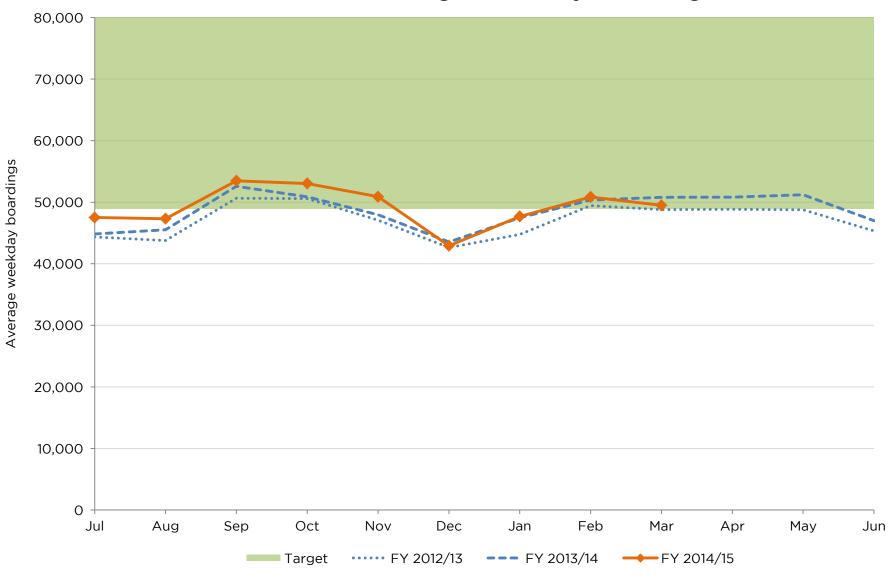




Attachment H: Boardings per Vehicle Service Hour



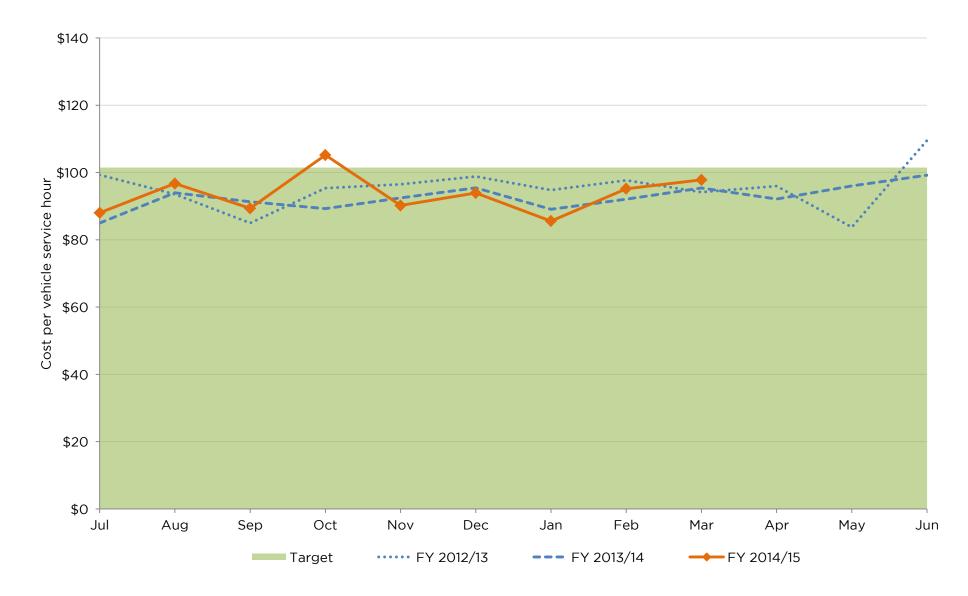
Attachment I: Average Weekday Boardings



Attachment J: Farebox Recovery Ratio



Attachment K: Average Cost per Vehicle Hour



Attachment L1 Foothill Transit Operations Reports Third Quarter Fiscal Year 2015

Goal	Performance indicator	Q3 FY 2015	Q3 FY 2014	% improvement over same quarter last year	FY 2015 YTD	FY 2014 YTD	% YTD improvement	Performance target
	Average fare per boarding	\$1.27	\$1.38	(8%)	\$1.28	\$1.30	(2%)	≥ \$0.00
	Average cost per boarding	\$4.83	\$4.43	(9%)	\$4.82	\$4.45	(8%)	≤ \$0.00
	Average subsidy per boarding	\$3.56	\$3.05	(17%)	\$3.54	\$3.15	(12%)	≤ \$0.00
Operations	Total vehicle miles	3,746,271	3,450,291	9%	11,411,402	10,399,054	10%	
Operations	Vehicle service miles	2,745,557	2,650,167	4%	8,340,171	7,933,989	5%	
	Total vehicle hours	249,178	234,005	6%	763,708	698,074	9%	
	In-service speed (mph)	14.6	15.3	(4%)	14.7	15.1	(3%)	
	Boardings per vehicle service mile	1.31	1.36	(4%)	1.32	1.36	(3%)	

Attachment L2 Foothill Transit Operations Report January 2015

Goal	Performance indicator	January 2015	Same month last year	% improvement over same month last year	FY 2015 YTD	FY 2014 YTD	% YTD improvement
	Average fare per boarding	\$1.28	\$1.51	(15%)	\$1.28	\$1.29	(1%)
	Average cost per boarding	\$4.61	\$4.44	(4%)	\$4.79	\$4.46	(7%)
	Average subsidy per boarding	\$3.33	\$2.93	(14%)	\$3.51	\$3.16	(11%)
Operations	Total vehicle miles	1,278,182	1,196,943	7%	8,943,313	8,145,706	10%
Operations	Vehicle service miles	937,515	916,519	2%	6,532,129	6,200,342	5%
	Total vehicle hours	85,336	81,323	5%	599,866	545,392	10%
	In-service speed (mph)	14.6	15.2	(4%)	14.7	15.1	(2%)
	Boardings per vehicle service mile	1.27	1.32	(4%)	1.32	1.35	(3%)

Attachment L3 Foothill Transit Operations Report February 2015

Goal	Performance indicator	February 2015	Same month last year	% improvement over same month last year	FY 2015 YTD	FY 2014 YTD	% YTD improvement
	Average fare per boarding	\$1.31	\$1.40	(7%)	\$1.28	\$1.31	(2%)
	Average cost per boarding	\$4.87	\$4.39	(11%)	\$4.80	\$4.45	(8%)
	Average subsidy per boarding	\$3.56	\$2.98	(19%)	\$3.51	\$3.14	(12%)
Operations	Total vehicle miles	1,157,288	1,070,124	8%	10,100,601	9,215,830	10%
Operations	Vehicle service miles	849,419	823,291	3%	7,381,548	7,023,633	5%
	Total vehicle hours	76,960	72,507	6%	676,826	617,899	10%
	In-service speed (mph)	14.6	15.3	(4%)	14.7	15.1	(3%)
	Boardings per vehicle service mile	1.34	1.37	(2%)	1.32	1.35	(3%)

Attachment L4 Foothill Transit Operations Report March 2015

Goal	Performance indicator	March 2015	Same month last year	% improvement over same month last year	FY 2015 YTD	FY 2014 YTD	% YTD improvement
	Average fare per boarding	\$1.23	\$1.25	(2%)	\$1.28	\$1.30	(2%)
	Average cost per boarding	\$5.00	\$4.46	(12%)	\$4.82	\$4.45	(8%)
	Average subsidy per boarding	\$3.78	\$3.21	(18%)	\$3.54	\$3.15	(12%)
Operations	Total vehicle miles	1,310,801	1,183,224	11%	11,411,402	10,399,054	10%
Operations	Vehicle service miles	958,622	910,356	5%	8,340,171	7,933,989	5%
	Total vehicle hours	86,882	80,175	8%	763,708	698,074	9%
	In-service speed (mph)	14.6	15.3	(4%)	14.7	15.1	(3%)
	Boardings per vehicle service mile	1.34	1.40	(4%)	1.32	1.36	(3%)



April 24, 2015

To: Executive Board

Subject: Transit Store Report

Recommendation

Receive and file the Transit Store Report.

Analysis

<u>Pass Sales</u> (Attachments A & B): Sales for November - March totaled \$2,239,668. The Pass Sales figure represents an increase of 13 percent from the sales during the same period of FY 2013/14. The increase is primarily attributable to an increase in sales of commuter and adult and student Silver Streak passes.

Attachment A provides a graphic representation of the five-month sales figures by store. Attachment B provides a graphic representation of the five-month sales figures by product type. Sales by Transit Store are also summarized in the table below.

Location	November 2014	December 2014	January 2015	February 2015	March 2015	FY 2014/15 year to date
El Monte	\$134,404	\$114,078	\$119,974	\$120,357	\$115,182	\$1,009,056
Pomona	\$96,999	\$87,776	\$96,976	\$94,272	\$91,544	\$841,129
Puente Hills	\$106,196	\$88,228	\$104,811	\$108,214	\$102,877	\$923,142
West Covina	\$67,706	\$51,940	\$63,836	\$66,043	\$65,348	\$597,358
Claremont	\$41,438	\$37,215	\$43,238	\$44,342	\$43,148	\$393,708
Online Sales	\$22,525	\$23,332	\$28,733	\$27,919	\$31,017	\$249,194
Total	\$449,116	\$494,966	\$457,568	\$461,147	\$449,116	\$1,863,918



Executive Board Meeting

Executive Board Meeting - 4/24/15 Transit Store Report Page 2

Phone Activity (Attachments C & D): During November through March, a total of 137,970 phone calls came through the toll-free customer service line. Customer Service Representatives (CSRs) answered 93 percent of incoming phone calls with an average time to answer of 23 seconds. The average handling time of a call was one minute and 39 seconds. There was a problem with capturing data through the phone system for three days during the month of January which, had this not occurred, would have resulted in an increase in the number of calls received and impacted the other statistics reported. Notwithstanding this system issue, compared to last year, this was a 22 percent increase in the total number of calls received and a 20 percent increase in the total number of calls answered. This improvement may be attributed to the continued focus that Transdev, the Transit Store contractor, has placed on call center management, as well as the capabilities of the reporting mechanism of the new phone system.

Customer call handling									
Month	% of calls answered	Calls received	Calls answered	Average time to answer	Average handling time				
November 2014	92.6%	26,698	24,723	0:24	1:39				
December2014	94.8%	27,664	26,230	0:16	1:38				
January 2015	92.0%	27,434	25,241	0:25	1:39				
February 2015	92.0%	27,697	25,481	0:26	1:40				
March 2015	93.8%	28,477	26,704	0:22	1:37				
Total	93.0%	128,379	137,970	0:28	1:39				

Walk-in Traffic (Attachment E): Walk-in traffic recorded for all stores during this time period totaled 125,741 entries, a significant decrease when compared to the same period in FY 2013/14. This decrease is because no walk-in traffic data was available from the Puente Hills Transit for the time period as well as issues with the counters in other stores. The people counters in each of the stores are currently in the process of being replaced with more sophisticated and reliable technology which is anticipated to provide greater detail on the patterns of the customers coming into the stores. This project is slated to be completed during the summer of this year.

<u>Mystery Shopper Program</u> In January, the first quarterly Transit Store customer service review was conducted. This monitoring was conducted both on-site at the Transit Stores and via telephone by mystery shoppers. Ten site visits and 110 telephone calls were completed utilizing experienced English



Executive Board Meeting

Executive Board Meeting - 4/24/15 Transit Store Report Page 3

speaking and bilingual staff. The areas of language use, wait time, customer service representative knowledge, appearance and conduct were evaluated. Additional information about the

results of the audit will be provided at an upcoming Executive Board Meeting, however some key findings of the extensive report include:

- Nearly 80 percent of the observers (Mystery Shoppers) experienced no wait or a wait time of less than one minute on the telephone
- Fifty percent of site visits reported a wait time of between one and four minutes.
- Customer Service Representatives demonstrated a high level of knowledge regarding a number of attributes pertaining to knowledge of Foothill Transit Service resulting in a 3.71 out of a possible 4 rating.
- Customer Service Representatives maintained a professional appearance and exhibited appropriate conduct when interacting with observers. The highest-rated attribute was appearance was neat and professional which earned a perfect mean rating of 4.0. Several of the other attributes were rated between 3.91 and 3.94, including conduct was courteous (3.91) and conduct was professional (3.93).
- More than 89 percent of the observers were satisfied with the outcome of their interaction.

Foothill Transit and Transdev staff are developing a program to incorporate the results of these audits into a recognition opportunity and the information contained in the report will be used for coaching, mentoring and developing best practices for the various teams.

Sincerely

LaShawn King Gillespie

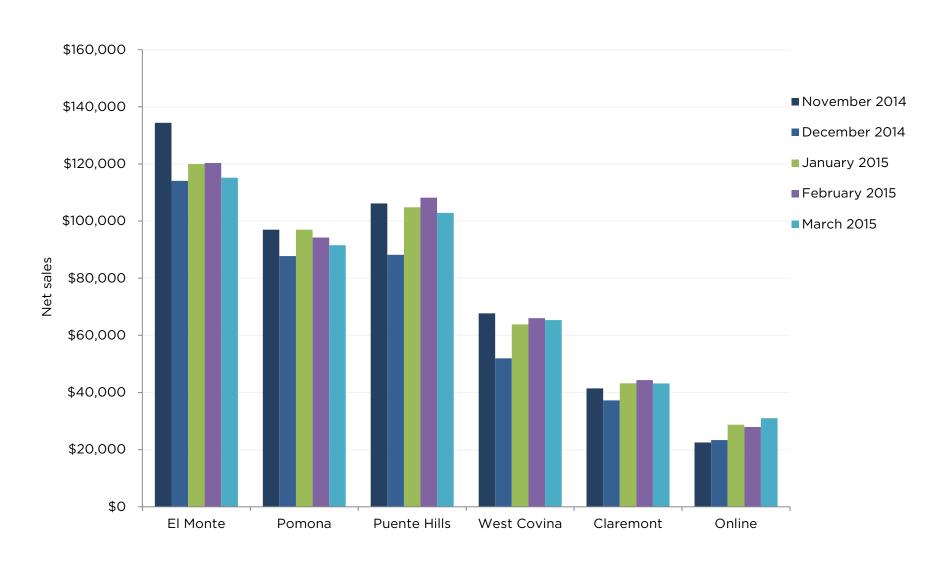
Director of Customer Service & Operations

Attachments

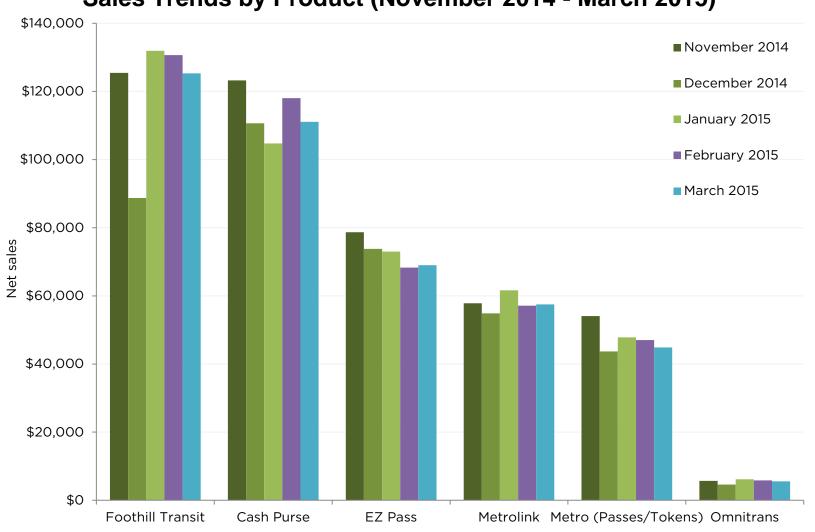
Executive Director

Attachment A

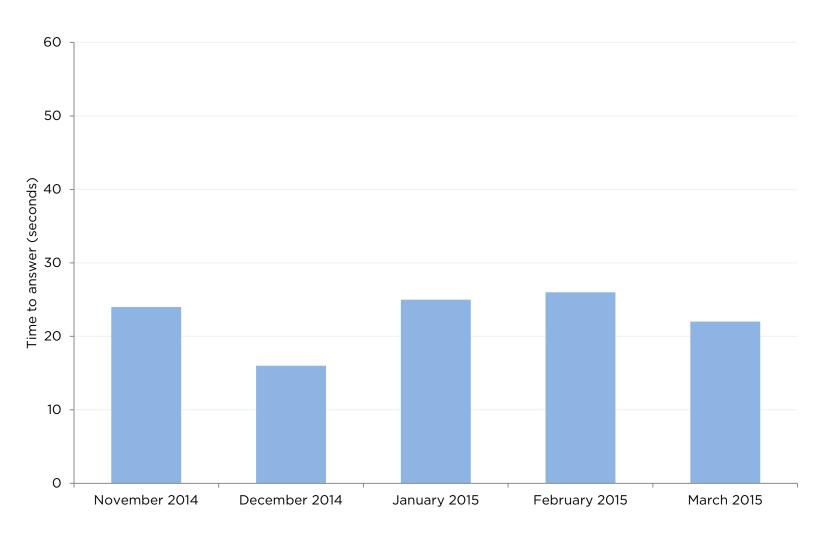
Transit *Store* Report Sales Trend by *Store* (November 2014 - March 2015)



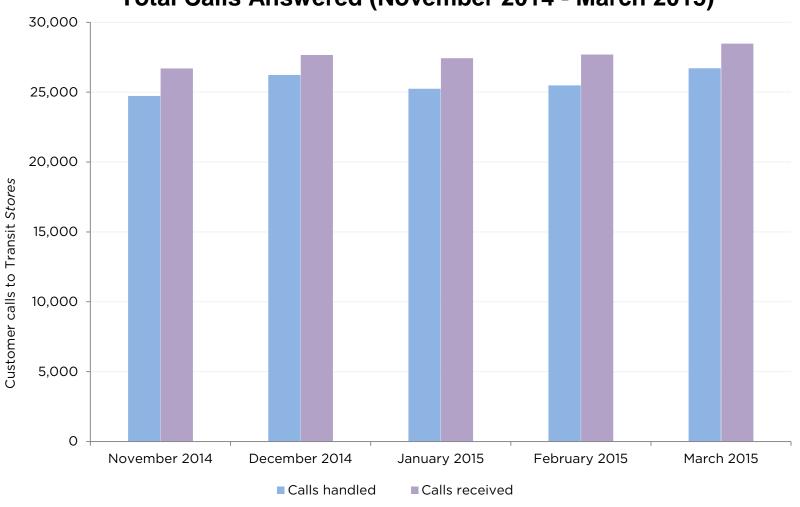
Transit *Store* Report
Sales Trends by Product (November 2014 - March 2015)



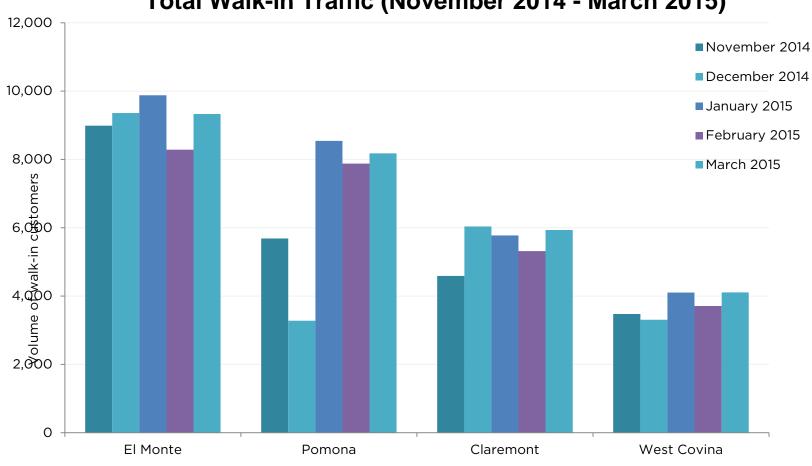
Transit *Store* Report Average Time to Answer (November 2014 - March 2015)



Transit *Store* Report
Total Calls Answered (November 2014 - March 2015)







¹ Data for Puente Hills location not available due to equipment maintenance.